



## PLAN COMMISSION AGENDA

April 9, 2026 – 6:00 pm  
Village Hall  
235 Hickory Street, Pewaukee, WI 53072

To view the meeting: <https://www.youtube.com/watch?v=L8sWHdHAzjE>

1. Call to Order, Roll Call, Pledge of Allegiance, & Moment of Silence.
2. Public Hearings.
  - a. Conditional Use Grant request by TNT Fireworks for seasonal fireworks sales. This request is located at 1405 Capitol Drive. PWV 0901985, is zoned B-1 Community Business District with a Planned Unit Development (PUD) Overlay. Property owner MDC Coast 29, LLC and Applicant is TNT Fireworks.  
**\*\*CANCELLED DUE TO INCOMPLETE APPLICATION\*\***
  - b. Rezone request by the Village of Pewaukee to assign a zoning classification of IPS Institutional and Public Service District, to a parcel recently attached to the Village of Pewaukee. This request is located north and adjacent to 800 Main Street. PWV 0925998. Property owner Waukesha County Technical College and applicant is Village of Pewaukee.
3. Citizen Comments: *This is an opportunity for citizens to share their opinions with Commission Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Commission is not able to answer questions or respond to your comments. All comments should be directed to the Commission. Comments are limited to 3 minutes per speaker. Speakers are asked to use the podium and state their name and address.*
4. Approval of the Minutes:
  - a. Plan Commission Meeting – February 12, 2026
5. Old Business.
  - a. None
6. New Business.
  - a. Review, discussion, and possible recommendation on Rezone request by the Village of Pewaukee to assign a zoning classification of IPS Institutional and Public Service District, to a parcel recently attached to the Village of Pewaukee. This request is located north and adjacent to 800 Main Street. PWV 0925998. Property owner Waukesha County Technical College and applicant is Village of Pewaukee.
  - b. Review, discussion, and direction to staff regarding amendment to Village of Pewaukee Zoning Code for defining building width.

c. Review & discussion regarding overview of previously approved outdoor dining locations within the locations within the public right-of-way.

7. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Commission Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Commission is not able to answer questions or respond to your comments. All comments should be directed to the Commission. Comments are limited to 3 minutes per speaker. Speakers are asked to use the podium and state their name and address.*

8. Adjournment

Note: It is possible that members and/or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; action will not be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in the notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To request such assistance, contact the Village Clerk at 262-691-5660.

Dated: April 2, 2026

**PLAN COMMISSION AGENDA**  
**February 12, 2026 – 6:00 pm**  
**Village Hall**  
**235 Hickory Street, Pewaukee, WI 53072**

To view the meeting: <https://youtu.be/tv-CxTQ0qBc>

**1. Call to Order, Roll Call, Pledge of Allegiance, & Moment of Silence.**

President Knutson called the meeting to order at approximately 6:00 p.m.

Plan Commission members present: Comm. Theresa Hoff; Comm. Mark Grabowski; Comm. Katie Jelacic; Comm. Sam Liebert; Trustee Bob Rohde; and President Jeff Knutson.

Excused: Comm. Brian Belt

Also present: Village Attorney, Matt Gralinski; Village Planner, Mark Lyons; Village Engineer, Jake Scholbe; Village Administrator, Matt Heiser; and Deputy Clerk, Mackenzie Quigley.

**2. Public Hearing –**

- a. Conditional Use Grant amendment request by the Waukesha County Technical College, to construct a second floor addition on Building Q. This request is located at 800 Main Street. PWV 0925999, is zoned IPS Institutional & Public Service District. Property owner and Applicant is Waukesha County Technical College.**
  - **Richard Haen @ N59W23340 Clover Dr, Sussex, WI (applicant)** spoke in support of the Waukesha County Technical College second floor addition to Building Q and shared details on what this addition will entail.
  
- b. Conditional Use Grant amendment request by the Bo's Schnitzelbunker for a restaurant. This request is located 145 Park Avenue, PWV 0896020003, is zoned B-2 Downtown Business District. Property owner Laimon Family Limited Partnership and Applicant Bo's Schnitzelbunker.**
  - No Comment
  
- c. Conditional Use Grant request of applicant Nick Wellenstein, to construct an approximately 325 sq. ft. addition and enclosed walkway to an existing legal non-conforming accessory structure. The existing structure 0.3 feet from the Park Avenue setback which is permissible only through the issuance of a Conditional Use Grant on a legal non-conforming lot (Section 40.210(4)a). This 0.194-acre parcel, located at 409 Park Avenue / PWV 0899146, is zoned R-5 Residential Detached District. Property Owners/Applicants is Nick Wellenstein.**
  - **Nick Wellenstein @ 409 Park Ave (applicant)** informed the Commission that he is available to answer any questions they may have.

### 3. Citizen Comments –

**Dr. Colleen Bolland**, 253 Park Avenue, addressed the Plan Commission to express concerns regarding ongoing construction on a neighboring property. She stated that the property was issued building permits in December 2025 for demolition and reconstruction of an existing boathouse. While the reconstructed boathouse will maintain the same footprint as the original, Dr. Bolland noted that the proposed height will be approximately double that of the original.

### 4. Approval of the Minutes -

#### a. Plan Commission Meeting – January 08, 2026

**Trustee Rohde motioned/seconded by Comm. Hoff to approve the January 08, 2026, Regular Plan Commission meeting minutes as presented.**

**Motion carried 6-0.**

### 5. Old Business -

#### a. None

### 6. New Business -

- a. Review, discussion, and possible action on Conditional Use Grant amendment request by the Waukesha County Technical College, to construct a second floor addition on Building Q. This request is located at 800 Main Street. PWV 0925999, is zoned IPS Institutional & Public Service District. Property owner and Applicant is Waukesha County Technical College.**

#### **Village Planner Recommendations:**

The Village of Pewaukee Plan Commission Approves the Conditional Use Grant Amendment Request Waukesha County Technical College for the property located at 800 Main Street, subject to the following conditions:

1. That all conditions made by the Plan Commission at their meeting of February 12, 2026, are met.
2. Continued compliance with the original Conditional Use Grant approved on April 14, 2005 and August 11, 2005.
3. This approval is subject to the Petitioner complying at all times with the plans and documents presented to the Village of Pewaukee Plan Commission.
4. The Petitioner shall satisfy all comments, conditions, and concerns of the Village of Pewaukee Plan Commission, Village Engineer, Department of Public Works and Village Planner for the site plan, and other documentation.
5. Building Inspection. The Petitioner and/or Property Owner shall comply with any and all recommendations by the Village Building Inspector (or designee) prior to the issuance of an occupancy & use permit for the subject property. Approval by the Village Building Inspector, if granted, shall be solely for the benefit of the Village of Pewaukee, and shall not be relied upon by the petitioner or others as proof of

structural integrity or safety of any structure on the property, or as proof of compliance with any particular construction standard that would apply to new construction. The petitioner shall independently determine the suitability of all structures on the property for the petitioner's intended uses.

6. This approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new conditional use approval with all the zoning procedures at the time being followed. The allowed uses of the property must at no time be hazardous, harmful, obnoxious, offensive, or a nuisance by reasons of appearance, noise, dust, smoke, odor, or other similar factors. Any use not specifically listed, as permitted, shall be considered to be prohibited, except as may be otherwise specified herein.
7. The Property Owner shall allow Village of Pewaukee representatives to inspect the premises following a 24-hour notice for the purposes of determining compliance with this approval.
8. The Petitioner and/or Property Owner shall obtain the appropriate permits from the Village of Pewaukee.
9. The Petitioner and/or Property Owner shall, on demand, reimburse the Village of Pewaukee for all costs and expenses of any type incurred by the Village in connection with the review and approval of this application, including, but not limited to, the cost of professional services incurred by the Village for the review and preparation of required documents, attendance at meetings or other related professional services as well as to enforce the conditions in this approval due to a violation of these conditions.

**Village Engineer Recommendations:**

I recommend approval of the site civil plans (C1.10-C6.00), prepared by Harwood Engineering Consultants, dated January 9, 2026 subject to staff satisfaction of the following items:

**Sheet C1.11 – Site Layout Plan**

1. Clarify on plan whether proposed curb and gutter is regular style (catch) or reverse style (highside).

**General Comments**

2. Plans shall be signed and sealed by professional engineer licensed in the state of Wisconsin.

**Comm. Grabowski motioned/seconded by Comm. Hoff to approve the Conditional Use Grant amendment subject to all Village Planner and Village Engineer Recommendations.**

**Motion carried 6-0.**

- b. Review, discussion, and possible action on Conditional Use Grant amendment request by the Bo's Schnitzelbunker for a restaurant. This request is located 145 Park Avenue,**

**PWV 0896020003, is zoned B-2 Downtown Business District. Property owner Laimon Family Limited Partnership and Applicant Bo's Schnitzelbunker.**

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission Approves the Conditional Use Amendment Request and Business Plan of Operation for Bo's Schnitzelbunker for the property located at 145 Park Avenue Suite 1 & 2, subject to the following conditions:

1. That all conditions made by the Plan Commission at their meeting of February 12, 2026 are met.
2. Approval does not include any outdoor seating. Any additional outdoor seating area will need to be approved separately.
3. Hours of operation: Monday – Sunday 11am to 11pm.
4. This approval is subject to the Petitioner complying at all times with the plans and documents presented to the Village of Pewaukee Plan Commission.
5. The Petitioner shall satisfy all comments, conditions, and concerns of the Village of Pewaukee Plan Commission and Board, Village Engineer and Village Planner for the site plan, and other documentation.
6. Building Inspection. The Petitioner and/or Property Owner shall comply with any and all recommendations by the Village Building Inspector (or designee) prior to the issuance of an occupancy & use permit for the subject property. Approval by the Village Building Inspector, if granted, shall be solely for the benefit of the Village of Pewaukee, and shall not be relied upon by the petitioner or others as proof of structural integrity or safety of any structure on the property, or as proof of compliance with any particular construction standard that would apply to new construction. The petitioner shall independently determine the suitability of all structures on the property for the petitioner's intended uses.
7. Fire Inspection. The Petitioner and/or Property Owner shall comply with any and all recommendations by the Village of Pewaukee Fire Department Chief (or designee) prior to the issuance of an occupancy & use permit for the subject property. Approval by the Village of Pewaukee Fire Department Chief (or designee), if granted, shall be solely for the benefit of the Village of Pewaukee, and shall not be relied upon by the petitioner or others as proof of fire safety of any structure on the property, or as proof of compliance with any particular fire safety standard that would apply to new construction. The petitioner shall independently determine the fire safety and suitability of all structures on the property for the petitioner's intended uses.
8. This approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new Business Site Plan approval with all the zoning procedures at the time being followed. The allowed uses of the property must at no time be hazardous, harmful, obnoxious, offensive, or a nuisance by reasons of appearance, noise, dust, smoke, odor, or other similar factors. Any use not specifically listed, as

permitted, shall be considered to be prohibited, except as may be otherwise specified herein.

9. The Property Owner shall keep the exterior condition of the premises in a neat and orderly condition at all times so the premises will not detract from neighboring premises. There shall be no outside storage of junk, debris, construction material, or other refuse materials within the property and all such materials shall be disposed of promptly and properly.
10. The Property Owner shall allow Village of Pewaukee representatives to inspect the premises following a 24-hour notice for the purposes of determining compliance with this approval.
11. The Petitioner and/or Property Owner shall obtain the appropriate permits from the Village of Pewaukee.
12. The Petitioner and/or Property Owner shall, on demand, reimburse the Village of Pewaukee for all costs and expenses of any type incurred by the Village in connection with the review and approval of this application, including, but not limited to, the cost of professional services incurred by the Village for the review and preparation of required documents, attendance at meetings or other related professional services as well as to enforce the conditions in this approval due to a violation of these conditions.

**Trustee Rohde motioned/seconded by Comm. Jelacic to approve the Conditional Use Grant amendment requested by Bo's Schnitzelbunker for the expansion of the restaurant subject to Village Planner Recommendations.**

**Motion carried 6-0.**

- c. **Review, discussion, and possible action on Conditional Use Grant request of applicant Nick Wellenstein, to construct an approximately 325 sq. ft. addition and enclosed walkway to an existing legal non-conforming accessory structure. The existing structure 0.3 feet from the Park Avenue setback which is permissible only through the issuance of a Conditional Use Grant on a legal non-conforming lot (Section 40.210(4)a). This 0.194-acre parcel, located at 409 Park Avenue / PWV 0899146, is zoned R-5 Residential Detached District. Property Owners/Applicants is Nick Wellenstein.**

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission Approves the Conditional Use Grant Request Nick Wellenstein for the property located at 409 Park Avenue, subject to the following conditions:

1. That all conditions made by the Plan Commission at their meeting of February 12, 2026 are met.
2. That this conditional use allows a building addition on the above referenced property maintain the existing 0.3' feet setback from the Park Avenue.
3. This approval is subject to the Petitioner complying at all times with the plans and documents presented to the Village of Pewaukee Plan Commission.

4. The Petitioner shall satisfy all comments, conditions, and concerns of the Village of Pewaukee Plan Commission, Village Engineer and Village Planner for the site plan, and other documentation.
5. Building Inspection. The Petitioner and/or Property Owner shall comply with any and all recommendations by the Village Building Inspector (or designee) prior to the issuance of an occupancy & use permit for the subject property. Approval by the Village Building Inspector, if granted, shall be solely for the benefit of the Village of Pewaukee, and shall not be relied upon by the petitioner or others as proof of structural integrity or safety of any structure on the property, or as proof of compliance with any particular construction standard that would apply to new construction. The petitioner shall independently determine the suitability of all structures on the property for the petitioner's intended uses.
6. This approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new conditional use approval with all the zoning procedures at the time being followed. The allowed uses of the property must at no time be hazardous, harmful, obnoxious, offensive, or a nuisance by reasons of appearance, noise, dust, smoke, odor, or other similar factors. Any use not specifically listed, as permitted, shall be considered to be prohibited, except as may be otherwise specified herein.
7. The Property Owner shall allow Village of Pewaukee representatives to inspect the premises following a 24-hour notice for the purposes of determining compliance with this approval.
8. The Petitioner and/or Property Owner shall obtain the appropriate permits from the Village of Pewaukee.
9. The Petitioner and/or Property Owner shall, on demand, reimburse the Village of Pewaukee for all costs and expenses of any type incurred by the Village in connection with the review and approval of this application, including, but not limited to, the cost of professional services incurred by the Village for the review and preparation of required documents, attendance at meetings or other related professional services as well as to enforce the conditions in this approval due to a violation of these conditions.

**Comm. Grabowski motioned/seconded by Trustee Rohde to approve the Conditional Use Grant subject to staff recommendations.**

**Motion carried 6-0.**

- d. Review, discussion, and recommendation to the Village Board on the attachment of a portion of the City of Pewaukee to the Village of Pewaukee. The subject area is approximately 0.9618 acres, including PWC 0925-998 and associated right-of-way.**

**Village Planner Recommendations:**

The Village of Pewaukee Plan Commission Recommends Approval to Village Board for the attachment of property located at PWV 0925.998 and associated right-of-way.

**Comm. Liebert motioned/seconded by Comm. Hoff to make a positive recommendation to the Village Board on the attachment from the City of Pewaukee to the Village of Pewaukee with the subject area is approximately 0.9618 acres, including PWC 0925-998 and associated right-of-way, subject to staff recommendations.**

**Motion carried 6-0.**

**7. Citizen Comments -**

No Comments

**8. Adjournment -**

**Trustee Rohde motioned/seconded by Comm. Liebert to adjourn the February 12, 2026, Regular Plan Commission meeting at approximately 6:17 p.m.**

**Motion carried 6-0.**

Respectfully submitted,

Mackenzie Quigley  
Deputy Clerk

DRAFT

TO: Village of Pewaukee Plan Commission  
CC: Matt Heiser – Village Administrator, Jenna Peter - Clerk  
FROM: Mark Lyons, Planning Consultant  
RPT DATE: April 2, 2026  
MTG DATE: April 9, 2026  
RE: 5a – Rezone request for recently attached property

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**BACKGROUND:**

1. Petitioner: Village of Pewaukee
2. Property Owner: Village of Pewaukee
3. Location/Address: North and adjacent to 800 Main Street
4. Tax Key Number: PWV 0925998
5. Area: ~0.962 AC
6. Existing Zoning: NA
7. Proposed Zoning: IPS Institutional and Public Service District
8. Future Land Use: Adjacent to Institutional
9. Proposed Future Land Use: Institutional

**OVERVIEW:**

In February 2026 a detachment (City of Pewaukee) and attachment (Village of Pewaukee) process was completed for the subject parcel. As a result of that process the Village needs to assign zoning designation to the subject parcel. A recommendation from Plan Commission is required prior to Village Board approval.

**SUBMITTAL:**

The enclosed GIS map.

**PLANNER COMMENTS:**

The subject parcel is adjacent to IPS zoning on its north, south and west sides. Main Street and Highway 16 are located immediately to the east of the subject site. Assigning IPS zoning to the parcel would be consistent with the immediately surrounding area. The comprehensive plan does not include a future land use designation for the subject property but again the surrounding properties as designated Institutional. Assigning IPS would be consistent with the Comprehensive Plan Future Land Uses of the surrounding area.



**STAFF RECOMMENDATION:**

Depending on confirmation by the Village of Pewaukee Plan Commission of the above-described comments, the Village of Pewaukee Plan Commission may take the following actions listed below.

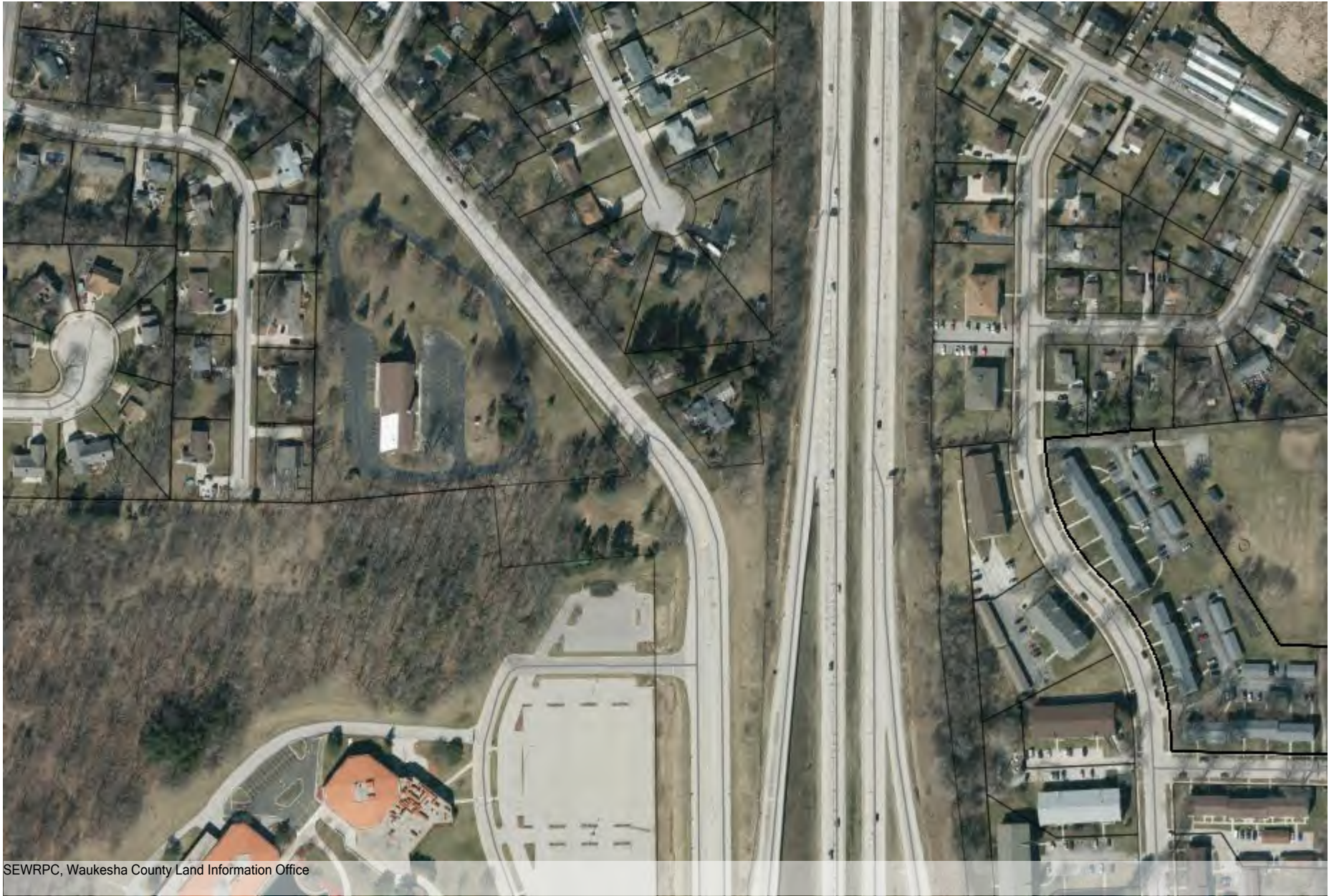
The Village of Pewaukee Plan Commission recommends to the Village Board **Approval** of the zoning request by Village of Pewaukee for the property located at **North and adjacent to 800 Main Street** to IPS Institutional and Public Service District.

**EXHIBIT:**


- A. GIS Property Location Map



800 Main St.



SEWRPC, Waukesha County Land Information Office

0 100 200  
 ft  
 Scale: 1 in. = 349 ft.  
 1 : 4199



DISCLAIMER: The Village of Pewaukee does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

Village of Pewaukee  
 235 Hickory Street  
 Pewaukee, WI 53072  
 262-691-5660

Notes



## Memorandum

Ballpark Commons Office Building  
7044 South Ballpark Drive, Suite 200  
Franklin, WI 53132  
(414) 336-7900  
foth.com

April 2, 2026

TO: Village of Pewaukee Plan Commission

CC: Matt Heiser – Village Administrator, Matt Gralinski- Village Attorney, Jenna Peters – Village Clerk

FR: Mark Lyons – Village Planner

RE: 5b - Review, discussion, and direction to staff regarding amendment to Village of Pewaukee Zoning Code for definition of building width.

### **Possible ordinance to add a definition of building width.**

The Village of Pewaukee zoning ordinance presently includes references to minimum building width within some residential section of the code. However, the ordinance does not define or prescribe how building width is determined or measured, resulting in ambiguity when enforcing the ordinance. Furthermore, the situation becomes increasingly more difficult when being applied to corner lot and determining a property complies. To assist staff with consistently enforcing and interpreting the ordinance, staff is recommending a definition be added for "building width". Staff has researched potential options, and several are included for discussion below.

Building Width is defined as:

1. The horizontal dimension of any building measured parallel to the front property line or front building elevation. In the case of the corner lot, the shorter side shall constitute the buildings width.
2. The horizontal distance between the outermost edges of two walls of the same building that face side lots lines. In the case of the corner lot, the shorter side shall constitute the buildings width.
3. The perpendicular distance across the building at the roofline. (Internation Residential Building Code)



## Memorandum

Ballpark Commons Office Building  
7044 South Ballpark Drive, Suite 200  
Franklin, WI 53132  
(414) 336-7900  
foth.com

April 2, 2026

TO: Village of Pewaukee Plan Commission

CC: Matt Heiser – Village Administrator, Matt Gralinski- Village Attorney, Jenna Peters – Village Clerk

FR: Mark Lyons – Village Planner

RE: 5c - Review & discussion regarding overview of previously approved outdoor dining locations within the locations within the public right-of-way.

### **Possible direction to staff.**

Earlier this year the Village was approached by a business owner that was considering trying to amend their existing CUG for outdoor dining within the public right-of-way from taking up three (3) parking stalls to four (4) stalls. Ultimately the owner chose not to move forward with the request, but as a result, staff began reviewing the prior approvals to compare what had been previously approved. In reviewing the prior CUG's staff would note that no applicant had been approved to occupy more than 3 parking stalls and wanted to discuss with Plan Commission if there was a desire to potentially formalize the maximum number of stalls an applicant could request.

Additionally, staff wanted to present a map to Plan Commission showing the location and number of stalls presently allocated for outdoor dining in the W. Wisconsin Avenue corridor. A copy of that map is attached.

# Reserved Parking Areas and Patios - Downtown Pewaukee Map



## Parking Areas

 Patio

 Reserved Parking

17/53 spaces  
approved for patios/  
reserved parking

