



Regular Village Board Meeting Agenda

Tuesday, March 18, 2025

6:00 PM

Village Hall, 235 Hickory Street, Pewaukee, WI 53072

To view the meeting live:

<https://www.youtube.com/live/DomjogM08hI?si=wAEmgD6lhFVBZQVo>

1. Call to Order, Pledge of Allegiance, Moment of Silence and Roll Call.
2. Public Hearings/Presentations
 - a. Public Hearing on Ordinance 2025-02 to Create Section 40.3674A(2) of the Municipal Code of the Village of Pewaukee Regarding the Conversion of an Outlot to Buildable Single-Family Residential Use Status in the Residential Infill-Redevelopment Overlay District.
3. Approval of Minutes of Previous Meeting.
 - a. Minutes from the March 4, 2025, Regular Village Board Meeting
4. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
5. Ordinances
 - a. Review, discussion and possible action on Ordinance 2025-01 Regarding The Operation And Use Of Golf Carts On Public Streets.
 - b. Review, discussion, and possible action on Ordinance 2025-02 to Create Section 40.3674A(2) of the Municipal Code of the Village of Pewaukee Regarding the Conversion of an Outlot to Buildable Single-Family Residential Use Status in the Residential Infill-Redevelopment Overlay District.
6. Resolutions – None.
7. Old Business – None.
8. New Business
 - a. Review, discussion and possible action to direct staff to compose an anti-cruising ordinance.
 - b. Review, discussion and possible action to appoint Jacob Barnes to the Zoning Board of Appeals.
 - c. Review, discussion and possible action on Temporary “Class B” Wine/Class “B” Beer Retailer’s License for the VFW Car Show.
 - d. Review, discussion and possible action to schedule a special meeting of the Village Board.



Regular Village Board Meeting Agenda

9. Citizen Comments. – *This is an opportunity for citizens to share their opinions with Board Members on any topic they choose. However, due to Wisconsin Open Meeting laws, the Board is not able to answer questions or respond to your comments. All comments should be directed to the Board. Comments are limited to 3 minutes per speaker, with time being indicated by an audible alarm. When the alarm sounds, speakers are asked to conclude their comments. Speakers are asked to use the podium and state their name and address.*
10. Closed Session
The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding: Wisconsin Manufacturers and Commerce, Inc. vs. the Village of Pewaukee Case 22CV000515.

In addition, the Village Board of the Village of Pewaukee will remain in closed session pursuant to Wis. Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the position of Utilities Supervisor.
11. Open Session
 - a. Review, discussion and possible action regarding Wisconsin Manufacturers and Commerce Inc. vs. Village of Pewaukee Case 22CV000515.
 - b. Review, discussion and possible action regarding the compensation for the Utilities Supervisor.
12. Adjournment.

Note: Notice is hereby given that a quorum of a Village Committee and/or Commission may be present at the Village Board meeting, and if so, this meeting shall be considered an informational meeting of that Committee or Commission and no formal action of that Committee or Commission shall occur. 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.

Posted March 14, 2025

**VILLAGE OF PEWAUKEE
REGULAR VILLAGE BOARD MINUTES
MARCH 4, 2025**

<https://www.youtube.com/live/GTxVHGooFNA?si=Mj1meaX6iEPnKZ6C>

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

President Knutson called the meeting to order at approximately 6:04 p.m. The Pledge of Allegiance was recited, followed by a moment of silence.

Roll Call was taken with the following Village Board members present: Trustee Bob Rohde, Trustee Kelli Belt, Trustee Chris Krasovich, Trustee Kristen Kreuser, Trustee Jim Grabowski; and President Jeff Knutson.

Also Present: Village Attorney, Matt Gralinski; Village Administrator, Matt Heiser; Village Clerk, Jenna Peter.

2. Public Hearings/Presentations - None

3. Approval of Minutes of Previous Meeting

a. Minutes of the Regular Village Board Meeting – February 19, 2025

Trustee Krasovich moved, seconded by Trustee Grabowski to approve the February 19, 2025, minutes of the Regular Village Board meeting with the change in the “motion carried” numbers being 4-0 on all motions instead of 5-0.

Trustees Belt and Kreuser abstained

Motion carried 4-0.

4. Citizen Comments- None

5. Ordinances –

a. Review, Discussion and Possible Action on Ordinance 2025-01 Allowing Golf Carts on Village Streets

Trustee Krasovich moved, seconded by Trustee Rohde to table Ordinance 2025-01 for discussion at the March 18th meeting.

Motion carried 6-0.

6. Resolutions– None

7. Old Business - None

8. New Business

a. Update on topics from the Public Works and Safety Committee Meeting on March 4 (Quiet Zone project and Safety Bollards on W. Wisconsin Ave)

Trustee Grabowski updated the Board on topics discussed at the Public Works and Safety Committee meeting. Staff will be proceeding with getting bids for the Quiet Zone project, as well as, sending communication to the DOT as to why funding for this project will not be provided in 2025 as previously indicated. Grabowski further stated the bid process will not be held up for that project as the Committee directed Staff to include it in the bid for the work on E. Wisconsin Ave. Trustee Krasovich stated she wants the Village to take a stance and hold the DOT responsible for the hold-up.

The safety bollards on W. Wisconsin Ave will also be brought back at a later date for discussion.

9. Citizen Comments – None

- 10. Closed Session.** – *The Village Board of the Village of Pewaukee will enter into closed session pursuant to Wis. Statute Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding: Wisconsin Manufacturers and Commerce, Inc. vs. the Village of Pewaukee Case 22CV000515; and Hawthorne Place LLC et al v. Village of Pewaukee Case 24CV1584; and Watercrest Investments, Lynette Koski, John Quaal, Nancy Anderson (by corporate guardian), and Judith Ferko v. Village of Pewaukee Case Nos. 2024SC004094, 2024SC004093, 2024SC004092 and 2024SC004091.*

In addition, the Village Board of the Village of Pewaukee will remain in closed session pursuant to Wis. Statute Section 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding Consent Order with WI DNR for combined radium at entry point 100 (wells 4 and 6).

Trustee Krasovich moved, seconded by Trustee Kreuser to move into Closed Session at approximately 6:15 p.m. Motion carried on Roll Call vote, 6-0.

11. Reconvene into Open Session

Trustee Rohde moved, seconded by Trustee Krasovich to reconvene into Open Session at approximately 7:05 p.m. Motion carried on Roll Call vote, 6-0.

- a. Discussion, review, and possible action regarding Wisconsin Manufacturers and Commerce Inc. vs. Village of Pewaukee Case 22CV000515**

No action taken.

- b. Possible Action on the Consent Order with WI DNR for combined radium at entry point 100 (wells 4 and 6).**

Trustee Krasovich moved, seconded by Trustee Kreuser to approve subject to Village Attorney's final approval.

Motion carried 6-0.

12. Adjournment

Trustee Krasovich moved, seconded by Trustee Kreuser to adjourn the March 4, 2025, Regular Village Board meeting at approximately 7:06 p.m.

Motion carried 6-0.

Respectfully Submitted,

Jenna Peter
Village Clerk



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: March 12, 2025

Re: March 18, 2025 Regular Meeting Agenda Item 5(a)
Review, discussion and possible action on ordinance 2025-01 Regarding the Operand and Use of Golf Carts on Public Streets.

BACKGROUND

Village ordinances currently prohibit golf carts on Village streets. Trustee Grabowski requested this receive Board attention. The Village Board voted to direct staff to compose an ordinance at its meeting on February 19, 2025.

ACTION REQUESTED

The action requested is for the Board to approve Ordinance 2025-01.

ANALYSIS

The Village Attorney prepared the draft ordinance based on a sample provided by Trustee Jim Grabowski.

Attachment:

1. Ordinance 2025-01, Golf Carts on Public Streets

ORDINANCE NO. 2025-01

**ORDINANCE TO CREATE CHAPTER 86 – ARTICLE X OF THE MUNICIPAL CODE
OF THE VILLAGE OF PEWAUKEE REGARDING THE OPERATION AND USE OF
GOLF CARTS ON PUBLIC STREETS**

WHEREAS Wis Stats §349.18(1m)(a) allows for a municipality to adopt an ordinance allowing the operation of golf cars on any highway that has a speed limit of 25 miles per hour or less and that is located within the territorial boundaries of the municipality, and;

WHEREAS WI Stats §349.18(1m)(d) allows for an ordinance under §349.18(1m)(a) to include a definition of the term “golf cart”;

NOW THEREFORE the Village Board of the Village of Pewaukee does ordain as follows:

SECTION I

Chapter 86 – Article X (Use and Operation of Golf Carts on Public Streets) of the Municipal Code of the Village of Pewaukee is hereby created as follows:

Section 86.148: Definitions

- a) The term “golf cart” as used in this Article means a vehicle whose speed attainable in one mile does not exceed 20 miles per hour on a paved, level surface and that is designed and intended to convey one or more persons and equipment to play the game of golf in an area designated as a golf course. Said “golf cart” may feature modification to allow extra seating in the area originally designed to carry equipment to play the game of golf. State law reference: § 23.33(1)(fm), Wis. Stats.
- b) The term “Public Street” as used in this Article means a public street or highway located within the municipal boundaries of the Village of Pewaukee

Section 86.149: Operation and Use of Golf Carts on Public Streets

The operation of golf carts on public streets is authorized subject to all of the following:

- a) No person shall operate a golf cart across any state trunk highway or connecting highway.
- b) No person shall operate a golf cart on any public street whose designated speed limit is greater than 25 miles per hour.
- c) No person shall operate a golf cart at a speed in excess of 20 miles per hour.
- d) No person less than 16 years of age shall operate a golf cart upon a public street.
- e) No person shall operate a golf cart upon a public street without a current, valid regular or probationary driver's license issued for the operation of a motor vehicle. For purposes of this section, a learner's permit shall not be considered as a valid driver's license nor shall any license that has been revoked, temporary or otherwise, or suspended for any reason, be

considered as a valid driver's license during the period of suspension or revocation.

- f) No person shall operate a golf cart on a public street except in conformity with federal, state and local laws regulating the operation of motor vehicles on public streets and highways, including Ch. 346, Wis. Stats., as it relates to traffic regulations, which are adopted by reference in their entirety. All ordinances regarding the use of motor vehicles in the Village of Pewaukee not inconsistent therewith shall be observed.
- g) All golf carts operating subject to this Article shall be equipped with adequate functioning brakes, headlamps and taillamps, reliable and accurate steering apparatus, safe and proper tires, rearview mirror, slow moving vehicle sign required by Wis. Stat. 347.245(1), proper Village registration and visible registration sticker at all times while operated on designated public streets.
- h) No person shall operate a golf cart upon any sidewalk, pedestrian way, recreational trail, or public park in the Village, except as specifically authorized for the purpose of legally crossing the street, or to obtain immediate access to an authorized area of operation.
- i) No person shall allow a golf cart in the person's custody from standing or remaining unattended on any public street or in any other public place, except an attended parking area, unless either the starting lever, throttle, steering apparatus, gear shift or ignition of the golf cart is locked and the key for that lock is removed from the golf cart.
- j) No person shall operate a golf cart upon a public street unless first registered with the Village as provided for in this Article.

Section 86.150: Registration

- a) All golf carts operated on designated public streets shall be first registered with the Village Clerk, after application on a form provided by the Village and payment of a registration fee of \$50.00 initially and \$30.00 renewal annually. Any person applying for registration under this section shall, prior to such registration being issued by the Village Clerk, provide proof of valid liability insurance at the minimum levels required by Wisconsin law for the operation of motor vehicles, with such insurance covering the operation of the golf cart on public streets by the applicant and any other authorized operators, and with such insurance coverage being active for the entirety of the applicable registration period. Such proof shall also be offered annually at the time of renewal prior to such renewal being issued by the Village Clerk.
- b) No person shall operate a golf cart on a public street which is not currently registered with the Village as required by this Section
- c) The registration issued shall include a sticker or other readily affixable material, and such registration sticker must be affixed to the rear of the golf cart where it is readily visible.
- d) A copy of this Article shall be provided to every registrant.

Section 86.151: Disclaimer

- a) Disclaimer. Golf carts are not designed for nor manufactured to be used on public streets, and the Village of Pewaukee neither advocates nor endorses the golf cart as a safe means of travel on public streets, roads or highways. The registration process provided by this ordinance shall in no way be construed as a certification or determination by the Village as to the road worthiness of any golf cart so registered. The Village in no way shall be liable for accidents, injuries or death involving the operation of a golf cart within the Village limits.
- b) Assumption of risk. Any person who owns, operates or rides upon a golf cart on a public street, road, or highway within the Village of Pewaukee limits does so at their own risk and

peril and assumes all liability resulting from the operation of the golf cart.

Section 86.152: Violations and Penalties

- a) Violations of this Article shall be subject to the provisions contained in Chapter 86 – Article II of the Municipal Code of the Village of Pewaukee.
- b) Penalty. Violators of this Article shall be subject to the following:
 - i. A forfeiture not less than \$50.00 nor more than \$250.00 and/or
 - ii. Possible revocation of Village registration to operate a golf cart on designated public streets after notice to the registrant and hearing by the Village Board.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed;

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Pewaukee, and shall indicate the date and number of this amending Ordinance therein.

Passed and adopted this 18th day of March, 2025 by the Village Board of the Village of Pewaukee.

APPROVED:

Countersigned:

Jeff Knutson, Village President

Jenna Peter, Village Clerk



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: March 13, 2025

Re: March 18, 2025 Regular Meeting Agenda Item 5(b)
Review, discussion and possible action on ordinance 2025-02 to Create Section 40.3674A(2) of the Municipal Code of the Village of Pewaukee Regarding the Conversion of an Outlot to Buildable Single-Family Residential Use Status in the Residential Infill-Redevelopment Overlay District..

BACKGROUND

Outlot #2 was created on Quinlan Drive when The Glen at Pewaukee Lake development was approved in 2022. Cornerstone Development approached the Village in 2024 with a desire to develop it. The lot did not meet the minimum standards for development as defined in Chapter 40 of Municipal Code (the Zoning Code of the Village). Staff worked with the developer to define a path that would allow it to be developed.

The Plan Commission recommended the creation of an ordinance (now titled Ordinance 2025-02) at its meeting on July 11, 2024 but it has not yet received Village Board consideration. The developer reached out to staff to complete this process in February, 2025. This is a proposed revision to the Zoning Code which requires a public hearing and two weeks of notifications in the newspaper.

ACTION REQUESTED

The action requested is for the Board to approve Ordinance 2025-02.

ANALYSIS

The Village Attorney prepared the attached ordinance.

Attachment:

1. Ordinance 2025-02 to Create a Section for Outlot Conversion
2. Original staff report to the Plan Commission for its June 13, 2024 meeting
3. Original memo from Village Administrator Gosse to the Plan Commission for its July 11, 2024 meeting.

ORDINANCE NO. 2025-02

ORDINANCE TO CREATE SECTION 40.367.4A(2) OF THE MUNICIPAL CODE OF THE VILLAGE OF PEWAUKEE REGARDING THE CONVERSION OF AN OUTLOT TO BUILDABLE SINGLE-FAMILY RESIDENTIAL USE STATUS IN THE RESIDENTIAL INFILL-REDEVELOPMENT OVERLAY DISTRICT

The Village Board of the Village of Pewaukee, Waukesha County, Wisconsin do ordain as follows:

SECTION I

Section 40.367.4A(2) of the Municipal Code of the Village of Pewaukee is created to read as follows:

Section 40.367.4A(2) – Conversion of an outlot to buildable Single Family Residential Use Status may occur if all of the following are demonstrated by the applicant:

- a. The minimum lot area of any converted outlot shall not be less than 6,000 square feet.
- b. The converted outlot must be consistent with the size and dimension of the adjoining lots and lots in the immediately surrounding area/neighborhood as determined in the sole discretion of the Planning Commission.
- c. A single-family residence meeting the dwelling and garage standards as set forth in Sections 40.367.11 and 40.367.4 may be constructed on the converted lot, such site and dwelling plans being subject to review and approval by the Planning Commission to ensure compatibility in size and design with existing homes in the immediately adjacent and surrounding area.
- d. Outlots shall not be subdivided, and an appropriate deed restriction and/or notation on the plat shall be recorded at the applicant's expense.
- e. No more than one outlot may be converted to single-family residential status in any platted subdivision.
- f. Any easements or restrictions on the use of the outlot which may be of record and in conflict with its conversion to single family residential use may be released at the sole discretion of the Planning Commission and the Village Board.
- g. As a prerequisite to any outlot conversion as described in this section, the Village Engineer shall first confirm that existing sanitary sewer and water services are readily available and directly adjacent to the outlot proposed to be converted.
- h. All requirements of Chapter 236 Wis. Stats., as amended, and applicable Village ordinances for the conversion of an outlot to use for single-family residence purposes/status must be satisfied by the applicant before receiving any approval under this section. Any consent required from the Village may be given at the sole discretion of the Planning Commission and the Village Board.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed;

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Pewaukee, and shall indicate the date and number of this amending Ordinance therein.

Passed and adopted this 18th day of March, 2025 by the Village Board of the Village of Pewaukee.

APPROVED:

Countersigned:

Jeff Knutson, Village President

Jenna Peter, Village Clerk

STAFF REPORT

To: Village of Pewaukee Plan Commission

By: Mary Censky

Date Prepared: June 13, 2024

General Information:

Agenda Item: 5.a.

Applicant/Property Owner

The Glen at Pewaukee Lake LLC in
c/o John Wahlen and Joe Orendorf

Requested Action:

Review, discussion and consultative
feedback as to building a small home
on Outlot 2 of the Glen at Pewaukee
Lake subdivision.

Current Zoning:

R-5 Single-Family Residential
District with Residential Infill-
Redevelopment (RIR) Overlay
District.

Current Master Plan Classification:

Single-Family Residential

Requested Master Plan Classification:

Single Family Residential

Surrounding Zoning/Land Use:

North: R-5 Single Family Residential
South: R-5 Single Family Residential
East:
West: R-5 Single Family Residential

Lot Size:

5,651 sq. ft. (~.13-acres)
Approximately 55' wide x 102' deep

Location:

Between 320 Quinlan Drive and 487
W. Wisconsin Avenue

Discussion as written for the May 9, 2024 Plan Commission meeting:

The applicant is inquiring about building a small home (see concept drawing attached) on this Glen at Pewaukee Lake (GPL) Outlot #2. At the time of the GPL plat approvals, the Village was aware that the subdivision developer would be retaining ownership of this Outlot vs transferring it to the GPL homeowner's association.

The lot was made an outlot because it does not meet the minimum lot size standards of the R-5 Single Family Residential with Residential Infill-Redevelopment (RIR) Overlay District (i.e.,

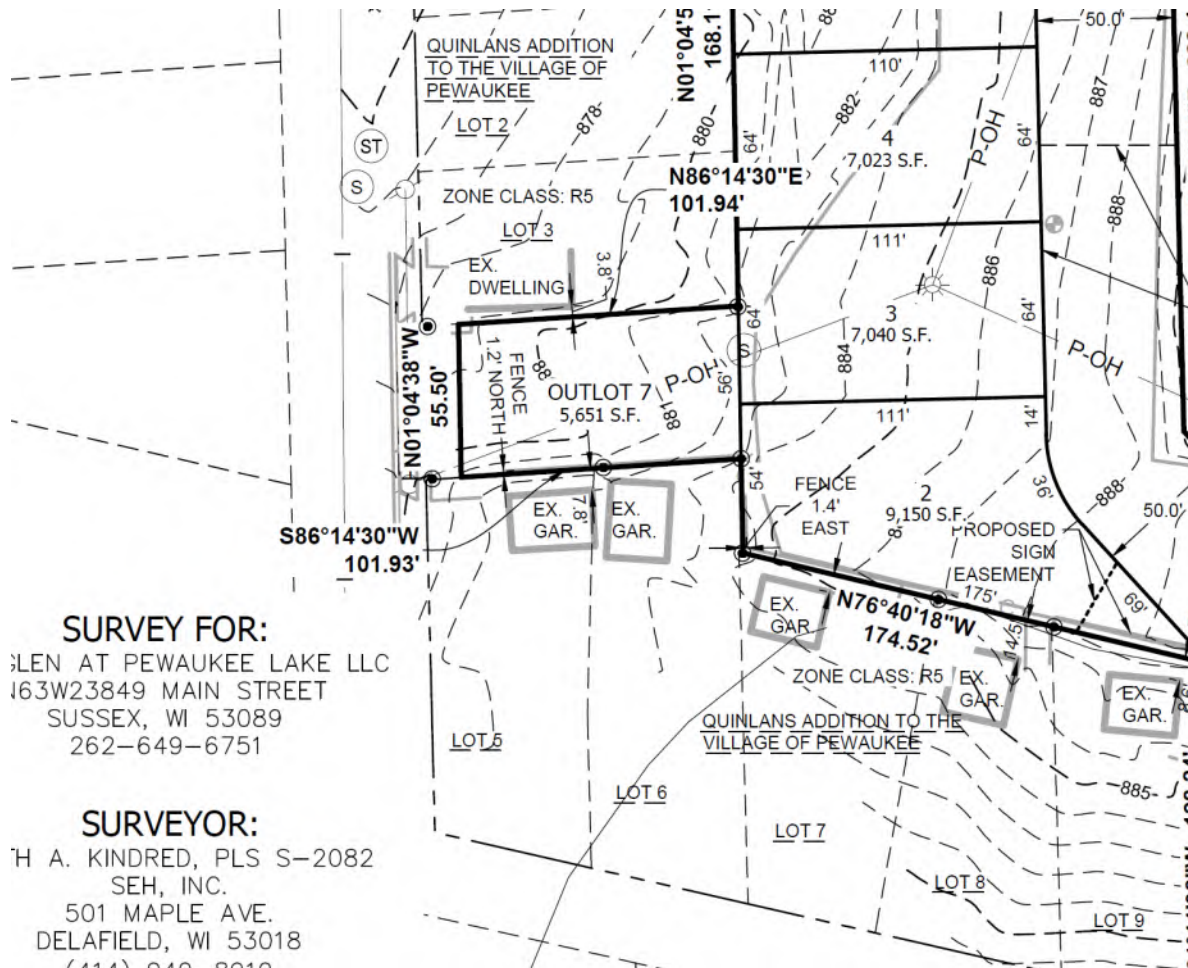
[Section 40.367.5](#)

The minimum required average lot area¹ per single-family residence shall be 8,500 square feet.

The village may permit an average lot area ¹ as low as 7,500 square feet per single-family residence for redevelopment projects. In this instance, redevelopment projects are defined as development projects where all or at least a substantial percentage (as determined by the village) of the existing improvements value of a property is razed and removed and replaced with new construction. Village approval of the 7,500 square foot average lot size as described above shall not be viewed as a vested right and shall be determined based on a case-by-case assessment of each development proposal and the public interest served by the proposal.

In no case shall any lot be permitted that is less than 7,000 square feet in area.

¹ (i.e. Average lot area means the total square footage of the underlying buildable project area, net of all public or private roads/ the total number of lots proposed).



[Section 236.13\(6\) Wisconsin Statutes](#) generally provides that “An outlot may not be used as a building site unless it is in compliance with restrictions imposed by or under this section with respect to building sites. An outlot may be conveyed regardless of whether it may be used as a building site”.

The Planner defers to the guidance of the Village Attorney, under what circumstances may a municipality permit building on an Outlot that does not meet the specified minimum lot size of the zoning district it’s located in and whether it may be necessary to factor the size of this Outlot back into the required minimum average lot size that the developer had to meet at the time of local plat approval.

This site does have public road access and access to public utilities including municipal sanitary sewer and water.

The house plan does meet/exceed the 1,100 sq. ft. minimum required home size for this zoning district. It does not appear that the required side setbacks (i.e., not less than ten feet on one side and not less than zero feet on the other side) will be met if the concept home plan provided were to be situated on this lot with an attached garage. Section 40.203(1)a. of the Village Code does state that "All new residential home construction shall include at least one enclosed garage structure not less than 576 square feet in area and not greater than 1,200 square feet." in the R-5 Single-Family Residential District.

The applicant states that they hope to provide a somewhat more affordable housing opportunity in the Village by placing a home of this size/style on this Outlot, an objective that has been publicly placed as a priority by Waukesha County at this time.

Update:

As a part of discussion on this matter at the May 9, 2024 Planning Commission meeting, there was cautious support for an amendment to the Residential Infill Redevelopment Overlay Zoning District language as may allow for such undersized outlots to be buildable in certain, very limited circumstances. The staff was directed to research certain information, such as the depth of right of way at this particular lot, among other things, and propose a concept write up of the language that could be used to modify the Code for this purpose.

Sec. 40.367.4a. - Conditional uses.

(1) Projects which include a mixing of multiple principal uses provided the proposed uses are among those listed, either as permitted or as conditional uses, in the underlying base zoning district and this residential infill-redevelopment overlay district.

(4) (2) "Private neighborhood-based clubhouse with or without indoor and/or outdoor recreational facilities" subject to the following requirements:

a. The building(s) land and facilities associated with the clubhouse use shall be owned and operated by a corporation, association, person or persons, for a social, educational, entertainment or recreational purpose and to which membership is required for use and participation and not operated to render a service that is customarily carried on as a business. The village attorney shall review and approve copies of the proposed covenants and restrictions of the ownership/association describing the intended use, care and operating plans for "private neighborhood-based clubhouse with or without indoor and/or outdoor recreational facilities".

b. Membership shall be limited to the owners of a specifically defined set of benefitting lots and or units within a neighborhood level boundary contiguous the clubhouse property.

c. The clubhouse may not be occupied for residential dwelling or business purposes [ref paragraph a. above] except, when approved by the planning

commission and for a limited time only, as a model/sales center if the clubhouse is located in a new and developing neighborhood.

d. The building scale and the architectural style/materials/colors shall be consistent with the surrounding buildings within the neighborhood. All buildings must comply minimally with the residential design standards as set forth in Chapter 40, Article IX, Division I, Section 40.436 of the Village Code.

e. All structures shall meet the setback, offset, open space, maximum building coverage ratio and height regulations of the R-5 district with residential redevelopment infill overlay district attached.

f. Sufficient parking shall be supplied onsite for owner and guest parking. Landscaping shall be used to minimize the view of the parking lot from the street.

g. Exterior lighting and landscaping shall be subject to the planning commissions review and approval taking into consideration such special needs as screening the use from neighboring lots/units, preventing light trespass or glare issues, the general landscaping characteristics of the neighborhood.

h. The proposed hours of use for the private neighborhood-based clubhouse, including the surrounding property and the facilities shall be subject to review and approval of the planning commission bearing in mind the residential characteristics of the neighborhood.

i. Outdoor recreational and gathering facilities shall be subject to review and approval of the planning commission as to suitability within a residential neighborhood and more specifically their proposed spatial placement within the property. Suitable uses would not include uses that may have an adverse impact on the peace and quiet of the immediately surrounding neighbors or the village as a whole in terms of such things as, but not necessarily limited to, noise, traffic, light trespass, glare.

j. Use of the private neighborhood-based clubhouse, including the surrounding property and the facilities, shall be exclusive to the members and their guests.

(3) Conversion of an Outlot to buildable single-family residential use status provided:

a. The minimum lot area may not be less than 6000 sq ft.

b. The lot must be consistent with the size and dimension of the adjoining lots and lots in the immediately surrounding area/neighborhood as determined at the sole discretion of the Plan Commission.

c. A single-family residence meeting the dwelling and garage standards as set forth in Sections 40.367.11. and 40.367.4 respectively may be constructed

on the property, such site and dwelling plans being subject to review and approval by the Plan Commission to ensure compatibility in scale and design, with existing homes in the immediately adjacent and surrounding area.

d. Outlots may not be subdivided.

e. Not more than one outlot may be converted to single family residential status in any platted subdivision where the lot size is less than 6,000 sq. ft.

f. Any easements or restrictions on the use of the outlot which may be of record and in conflict with it's conversion to single-family residential use may need to be released at the discretion of the Plan Commission and Village Board.

g. As a prerequisite to any outlot conversion as described herein, the Village Engineer shall confirm that existing sanitary sewer and water services are readily available directly adjacent to the outlot.

f. All requirements under Ch 236 of the Wisconsin Statutes and applicable Village Ordinances for the conversion of an outlot to use for single-family residence purposes must be satisfied by the applicant. Any consent required from the Village may be given at the discretion of the Plan Commission and Village Board.

Recommendation:

As this is a matter for concept review and consultative feedback only, the Planner has no recommendation at this time.



To: Jeff Knutson, President
Plan Commission

From: Scott A. Gosse
Village Administrator

Date: July 1, 2024

Re: Agenda Item 5a, Review, discussion, and possible recommendation to Village Board regarding draft Ordinance to Creation Section 40.3674A(2) of the Municipal Code of the Village of Pewaukee Regarding the Conversion of an Outlot to Buildable Single-Family Residential Use Status in the Residential Infill-Redevelopment Overlay District

BACKGROUND

Attached for your review and consideration please find the draft resolution prepared by Village Attorney Matt Gralinski as requested by the Plan Commission at its last meeting. Also attached please find a copy of former Planner Mary Censky's staff report from the June Plan Commission meeting reviewing the background of the topic for the Plan Commission.

ACTION REQUESTED

The action requested of the Plan Commission is to consider the attached draft ordinance and should it meet with your approval the Plan Commission should forward a recommendation for adoption to the Village Board. A public hearing on the proposed ordinance would need to be held at a future Village Board meeting prior to the Village Board taking action.

Attachments



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: March 14, 2025

Re: March 18, 2025 Committee Meeting Agenda Item 8(a)
Review, discussion and possible action to direct staff to compose an anti-cruising ordinance.

BACKGROUND

Trustee Jim Grabowski requested this item receive Village Board attention. Downtown business owners approached a couple of Village Board members requesting an anti-cruising ordinance for part of Wisconsin Ave. along the beach.

Business and property owners cited the same safety, pollution and nuisance concerns as has been expressed in similar ordinances in other communities.

In general, the ordinances in other communities experienced substantial legal challenge and withstood it.

ACTION REQUESTED

The action requested is to direct staff to compose an anti-cruising ordinance.

ANALYSIS

The Village Attorney cautions that the Village should be cognizant of the examples that withstood legal challenge.

Attachment: None.



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: March 14, 2025

Re: March 18, 2025 Committee Meeting Agenda Item 8(b)
Review, discussion and possible action to appoint Jacob Barnes to the Zoning Board of Appeals.

BACKGROUND

Resident Jacob Barnes had filled out the application form to participate on the Plan Commission of the Village. The Plan Commission does not have any openings at present, however.

The Village Clerk has a request from a resident needing consideration by the Zoning Board of Appeals. The ZBA currently has two vacancies and the Clerk is struggling to schedule a meeting of this body to consider the request.

The Village President reached out to Mr. Barnes who agreed to participate on the ZBA instead.

ACTION REQUESTED

The action requested is to appoint Jacob Barnes to the Zoning Board of Appeals.

ANALYSIS

None.

Attachment:

- a. Jacob Barnes application for the Plan Commission.



235 Hickory Street - Pewaukee, WI

Committee APPLICATION


If you are interested in serving the community as a committee member, please complete this application form. If applying for an existing vacancy, your committee application will be kept on file until after an appointment has been made. If no vacancy currently exists, your application will be kept on file until a vacancy occurs. If you have any additional questions, please feel free to contact Village Hall by calling (262) 691-5660 or email the Village President at villagepresident@villageofpewaukee.com.

First Name Jacob		M.I.	Last Name Barnes	
Applicant's Residence: Street Address 240 Oaklawn Court		City Pewaukee	State WI	Zip 53072
Home Phone: N/A	Work Phone: N/A		Cell Phone: 253-341-9855	
Home Email: jacobbarnes7@gmail.com		Work Email: jbarnes@thegundcompany.com		

Choose a Committee(s)	
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Police Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Public Works & Safety Committee
<input type="checkbox"/> Joint Library Board	<input type="checkbox"/> Sex Offender Residency Appeal Board
<input type="checkbox"/> Joint Parks & Recreation	<input type="checkbox"/> Zoning Board of Appeals
<input checked="" type="checkbox"/> Plan Commission	<input type="checkbox"/> Other (please specify): _____

Background (related experience, skills, or qualifications): Construction experience building roadways, buildings, and runways and helicopter landing pads. I have a Project Management certification as well as an MBA with a project management emphasis. I have a degree in Conservation and Environmental Science with a GIS certification.
--

Why are you interested in this committee(s): I am interested and care about our community and would like to become more involved to ensure that the Village of Pewaukee continues to be a great community.
--


 2/28/25
 Applicant's Signature & Date



To: Jeff Knutson, Village President
Village Board

From: Jenna Peter
Village Clerk

Date: March 10, 2025

Re: Agenda Item _____ Possible Action on Temporary "Class B" Wine/Class "B" Beer Retailer's License
for the VFW Car Show

BACKGROUND

The Village board is the ruling body responsible for approving Temporary "Class B" / "Class B" Retailer's License applications.

Action Requested:

To approve the Temporary "Class B" Wine/Class "B" Beer Retailers License application made by VFW Post #9537 for the following event:

1. VFW Memorial Day Car Show – May 26th, 2025 – Located at Kiwanis Village Park

Analysis:

This event has been successful in the past years. The applicant meets the requirements for a Temporary "Class B" Wine/Class "B" Beer Retailer's License in the Village of Pewaukee.

Attachment

Temporary Alcohol Beverage License

Municipality

V. Pewaukee

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$
	Background Check	\$
	Total Fees	\$ 1000

pd 2/24

Part A: Organization Information				
1. Organization Name VETERAN of FOREIGN WARS of THE USA.				
2. Organization Permanent Address 202 CLARK ST.				
3. City PEWAUKEE		4. State WI	5. Zip Code 53072	
6. Mailing Address (if different from permanent address)				
7. FEIN		8. Date of Organization/Incorporation 1899		9. State of Organization/Incorporation
10. Phone		11. Email		
12. Organization type (check one) <input type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input checked="" type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.				
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
14. Wisconsin Seller's Permit Number (if applicable)				

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone

Continued →

Part C: Event Information			
1. Name of Event (if applicable) VFW CAR Show			
2. Dates of Operation May 26 th Memorial Day		3. Hours of Operation 8 ⁰⁰ AM 4 ⁰⁰ P	
4. Premises Address 474 W. WIS. AVE			
5. City PEWAUKEE		6. State WI	7. Zip Code 53072
8. County WAUKESHA	9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: _____		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event 262-691-1463	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Village Park * Will be using park lot and building/bathrooms			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Miller		First Name John	
Title Chairman		Email JMiller@aol.com	M.I. A.
Signature John A. Miller		Phone 262-691-1463	
Date 2-24-25			

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 02/24/2025	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



To: Jeff Knutson, President
Trustees of the Village Board

From: Matt Heiser
Village Administrator

Date: March 14, 2025

Re: March 18, 2025 Committee Meeting Agenda Item 8(d)
Review, discussion and possible action to schedule a special Village Board meeting.

BACKGROUND

The owners of the business Myxn are moving to the site previously occupied by Twisted Vine Wine Bar and will be taking over their liquor license.

The process of the Village granting the license to the new business involves a statutory required 15 day waiting period when the application is submitted and publication in the newspaper before it is on a Village Board agenda. The owner did not submit their materials in time to meet the publication requirements for approval to occur at the April 2 Village Board meeting. The owner wishes to open on April 11. In order for the timing to work out the Board would have to schedule a special meeting between April 2 and April 15.

ACTION REQUESTED

The action requested is to schedule a special meeting to consider granting of the liquor license.

ANALYSIS

Some perspectives for Board members to consider:

- There was some confusion because the owner also could transfer their existing beer/wine license. This resulted in a lot of dialog between staff and the applicant about timing and if the process/cost needed to occur twice.
- The business had to receive approval of the Conditional Use Grant from the Plan Commission for the outdoor seating and the applicant did not understand the liquor license application could occur concurrently. The Plan Commission granted the CUG at its meeting on March 13 and the applicant made the request for the special meeting on March 14.
- This could set a precedent for other businesses.

Attachments: None.