



PLAN COMMISSION AGENDA

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

To view the meeting: <https://www.youtube.com/watch?v=OgAQKauI-O4>

1. Call to Order, Roll Call, Pledge of Allegiance, & Moment of Silence.
2. Public Hearings.
 - a. Conditional Use Grant request by Franks Catering, LLC for temporary food/concession sales. This request is located at 733 W. Wisconsin Avenue. PWV 0894997. This 2.629-acre property is zoned B-1 Community Business District. Property owner is Scott Schaefer and Applicant is Franks Catering LLC – Scott Klopp.
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 – June 11, 2026
5. Old Business.
 - a. None
6. New Business.
 - a. Review, discussion, and possible action on Conditional Use Grant request by Franks Catering, LLC for temporary food/concession sales. This request is located at 733 W. Wisconsin Avenue. PWV 0894997. This 2.629-acre property is zoned B-1 Community Business District. Property owner is Scott Schaefer and Applicant is Franks Catering LLC – Scott Klopp.
 - b. Review, discussion, and possible action on Sign Plan request by Fore Seasons WI LLC for a golf simulator business. This request is located at 1405 Capitol Drive. PWV 0901984002, is zoned B-1 Community Business District with a Planned Development Overlay. Property owner is Chestnut Limited Partnership and Applicant is Fore Seasons, LLC.
 - c. Review, discussion and possible recommendation to the Village Board on an ordinance amending section 40.108(b) of the Municipal Code of the Village of Pewaukee, adding a definition for Building Width.

- d. Review, discussion and possible recommendation to the Village Board on an ordinance amending section 40.435(a) of the Municipal Code of the Village of Pewaukee adding standard specification for access drives.
- e. Review and discussion regarding Wisconsin Act 68 & 173.
- f. Review, discussion, and possible direction to staff regarding Section 40.108(b) – *Structure*.

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: June 4, 2026

DRAFT MINUTES OF THE JUNE MEETING TO BE POSTED BY MONDAY JULY 6TH

TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator, Mackenzie Quigley - Clerk
FROM: Mark Lyons, Planning Consultant
RPT DATE: July 2, 2026
MTG DATE: July 9, 2026
RE: 6a – Frank’s Catering LLC Conditional Use Request

BACKGROUND:

1. Petitioner: Frank’s Catering LLC
2. Property Owner: Harry’s Hardware LLC, Scott Schaefer
3. Location/Address: 733 W. Wisconsin Avenue
4. Tax Key Number: PWV 0894997
5. Area: 2.629 AC
6. Existing Zoning: B-1 Community Business District
7. Proposed Zoning: N/A

OVERVIEW:

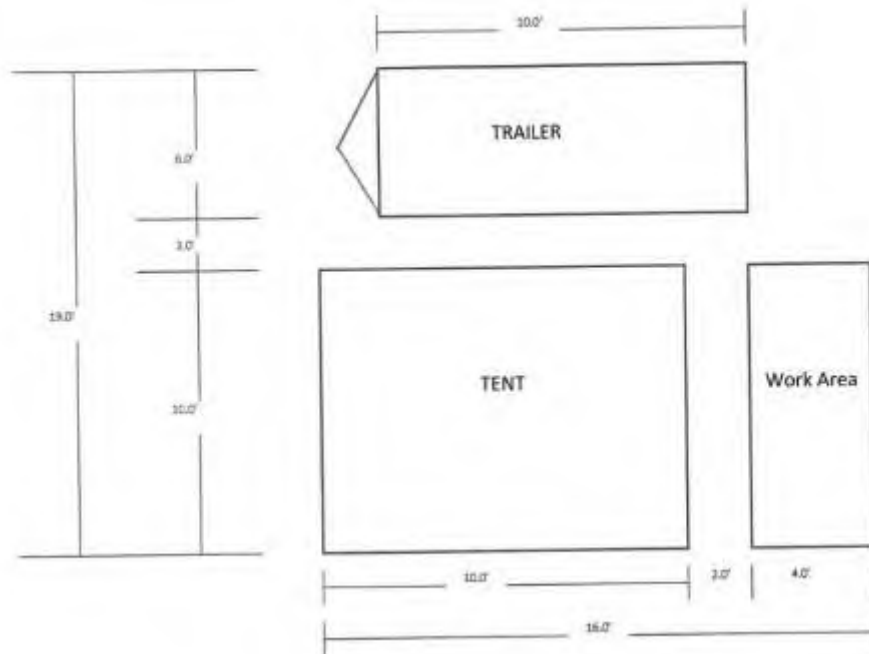
The Petitioners are requesting approval to allow a temporary use for more than three days cumulatively in any 30-day period. The applicant is proposing to sell onsite prepared food from 4:30pm – 8:00pm on Thursdays in June, July and August. Section 49.415(2) require a Conditional Use Grant for temporary food/concession sales that exceeds three days in any 30-day period.

SUBMITTAL:

The enclosed submittal includes the Conditional Use Grant application & GIS Map.

PLANNER COMMENTS:

1. **Zoning Requirements:** Section 40.415 of the Village code address the standards for temporary uses. Specifically subsection (2)(c) requires that any temporary food / concession sales that exceeds two consecutive days or three days cumulatively in any 30 day permit is only permissible through the issuance of a Conditional Use Grant. Therefore, the applicant, with the owner’s consent, is seeking to obtain a CUG to allow food sales on Thursdays through the end of August. The applicant is proposing to utilize a small portion of the parking lot to set up a 10x10 tent for the temporary use. The proposed use should have minimal to no impact on the surrounding properties and compliment the existing use on site.



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 **Approves** the Conditional Use Grant Request Frank's Catering LLC for the property located at **733. W. Wisconsin Avenue**, subject to the following conditions:

1. That all conditions made by the Plan Commission at their meeting of July 9, 2026, are met.
2. Hours of operation shall be limited to Thursdays from 4:30pm-8:00pm through the end of August 2026. Any future use would require an amendment to the approval Conditional Use Grant.
3. The Conditional Use Grant documents shall be signed and recorded prior to issuance of any necessary permits and the implementation of the approved use.
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, Village Engineer, Department of Public Works 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. 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.
8. 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.
9. The Petitioner and/or Property Owner shall obtain the appropriate permits from the Village of Pewaukee.
10. 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.

EXHIBIT:

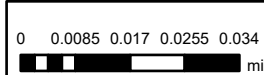
- A. GIS Property Location Map
- B. Petitioner Application



733 W. Wisconsin Zoning Map



SEWRPC, Waukesha County Land Information Office, SE Wisc Reg Planning Comm, Microsoft, Vantor



1" = 154'
1:1,849

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

Notes
None

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.



APPLICATION PROCESS FOR CONDITIONAL USE GRANT REQUESTS

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukee.gov— 262-691-5660

Step 1: Read through [Article V](#) of the Village's Development Code regarding the Conditional Use Grant process and regulations.

Step 2: Submit a fully completed application form (see below) along with a digital copy of all attachments you wish to have considered by the Plan Commission as part of your application.

- One paper copy of the submittal, including plans/drawings/applicable attachments in a size 11x17 page size or less. Also provide one full size scale copy if larger than 11x17. Any documents larger than 11"x17" are required to be printed on paper (11 copies), folded down to 8.5" x 11" size, and submitted with your original application. The Village will not print your submission. It is your responsibility to ensure the Plan Commission can adequately review your plans.
- One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email)
- Incomplete applications and applications submitted without the required documents and/or payment will not be accepted or processed.

Applications must be submitted to Village Hall by 12:00 p.m. approximately **four weeks prior** to the scheduled Plan Commission meeting (subject to change based on holiday schedules; see online submittal deadline schedule for exact submittal deadline dates). Plan Commission meetings are held on the second Thursday of each month at 6:00 p.m. at Village Hall. The four-week (submittal requirement allows the Village time to review the application, obtain additional information from you, and set up the required public hearing. All property owners within 300' of the subject property will be sent a notice of the public hearing.

Step 3: Pay a \$190 application fee. The fee is collected to offset the cost of publishing required legal notices in the local newspaper and the cost of sending required mailings to neighboring property owners.

Step 4: Complete and return the Reimbursement Agreement.

The Village Planner, the Village's consulting Engineer, the Village Attorney, and any other professionals engaged by the Village to review/evaluate/comment on your proposal may bill the Village for their services/expenses. These costs will be passed back through for reimbursement to the applicant and/or property owner. Any fees not paid will be placed on the real estate tax bill of the property that corresponds to the incurred services.

Step 5: If your conditional use request is approved, a document will be prepared that contains the approval conditions. That document is required to be signed by the applicant, the property owner, and the Village. It will then be recorded in the Waukesha County Register of Deeds office. The cost for recording will be billed to the applicant.

Please note: Multiple Plan Commission meetings are sometimes required prior to final project approval.



CONDITIONAL USE GRANT APPLICATION FORM

Fee \$190

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukee.wi.gov— 262-691-5660

PROPERTY / PROPERTY OWNER INFORMATION

Property Address: 733 W. Wisconsin Ave., Pewaukee, WI Tax Key: PWV _____
Property Owner Name: 733 Wisconsin LLC Zoning of Property: Commercial

APPLICANT INFORMATION

Applicant Name: Steve Klopp Applicant Phone #: (414) 881-5319
Applicant Address: N53W26815 Arrowhead Dr., Pewaukee, WI 53072
Applicant Email: sklopp@frankscateringllc.com

DESCRIPTION OF REQUEST (Please be thorough and attach additional pages if needed)

Business Name, if applicable: Frank's Catering LLC
FEIN, if applicable: 93-3178733
Description of Proposed Use (Restaurant/Retail/Office) Frank's will be serving onsite prepared food from 4:30PM - 8:00PM on Thursday's in June, July and August. A 10 x 10 tent will be put up in the parking lot at 733 W. Wisconsin Ave, Pewaukee (NIPS) and taken down at the end of the evening. Propane grills will be used to prepare the food, food will be brought to site frozen. Coolers will be used to keep the food fresh.

DIRECTIONS / NOTES— See page 4 for specific items required

NOTE: As this is for consultative purposes only, an engineering review will not take place at this time. An engineering review will take place if/when a formal application for approval is submitted.

Please include the following required items with this application:

- 1. One paper copy of the submittal, including plans/drawings/applicable attachments in a size 11x17 page size or less. Also provide one full size scale copy if larger than 11x17.
- 2. One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email)
- 3. Completed Professional Services Reimbursement Form
- 4. Signatures on page 3
- 5. Conditional Use for Restaurant/Night Club must be attached if applicable

For Office Use Only Staff Initials: _____ Date/Time Received: _____

Provide detailed information with your application that addresses the following:

1. Development Plans of the proposed use in sufficient detail to enable the Commission to evaluate your application such as architectural & landscape treatment, proper placement of the building(s) on the lot, traffic generation & circulation, provision for parking, site grading and drainage, exterior lighting, dumpster location and screening, outside storage of any sort, and manner of control devices (when necessary) to eliminate noise, dust, odor, smoke or other objectionable operating conditions & ensure general compatibility of the proposed use within its surroundings.
2. It is the responsibility of the applicant/owner to ensure that the proposed project complies with the Village's Land Development Code. It is also highly recommended that the applicant/owner review the Village's adopted [Land Use Plan](#) to ensure a proper understanding of the Village's future vision for the area in question.

Scott Schaefer

Property Owner Printed Name

[Handwritten Signature]

Signature of Property Owner

The application will not be processed without the Owner's Signature regardless of who is listed as the Applicant. This signature authorizes the Village of Pewaukee to process the Conditional Use Approval Application proposed for my property and further authorizes the Village or its representatives to conduct reasonable and routine inspections of my property for the purposes of evaluating this application.

Steve Klopp

Applicant's Printed Name

[Handwritten Signature]

Signature of Applicant

Return the completed application forms along with the required attachments, **\$190** application fee, and a digital copy of the submittal (plus paper copies if required) to Pewaukee Village Hall, 235 Hickory Street, Pewaukee, WI 53072.

If you have any questions, please call Village Hall at (262) 691-5660.

See [the municipal code regarding site structure design criteria for the commercial, industrial, park, institutional, and multi-family residential developments](#) for a complete listing of plan requirements. Additional plan details may be required on a case-by-case basis if the Village's review staff or the Planning Commission finds such information is necessary to complete a full and proper project review.

DETAILED SITE PLAN

engineering scale	floodplain and/or wetland boundary
Location/vicinity map	sign location (may require additional approval)
north arrow	exterior light locations
footprint of dimensioned property lines	phasing lines
existing & proposed buildings	floor area ratio
footprint of existing adjacent buildings	open space ratio
driveway location	site acreage
parking stalls	sidewalks/pedestrian walkways
adjacent public streets	dumpster/recycling area location
easements	ground HVAC and/or utility installations
setback & offset dimensions	fence location
pond/detention location	such other details as may be determined necessary

DETAILED ARCHITECTURAL PLAN

architectural scale	dimensioned building façade sign
all building views/elevations w/scale	exterior utility boxes
detailed materials specifications	
building height dimension	exposed HVAC equipment
general floor plan with dimensions	dumpster/recycling area location and screening
	samples of building materials (for presentation to Planning Commission)
exterior building materials and colors	building mounted lighting fixtures
	such other details as may be determined necessary

DETAILED LANDSCAPING PLAN

existing and proposed two-foot contour lines at the local datum (floodplain property should be identified at USGS datum)

pond/detention location

stormwater and erosion control devices

SIGNAGE PLAN

scaled design drawing of freestanding and/or facade signs

sign specifications and color (wattage, material, dimensions)

EXTERIOR LIGHTING

light fixture design detail and specifications

iso footcandle lighting dispersion plan



PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukee.gov—262-691-5660

PROPERTY INFORMATION

Property Address: 733 W. Wisconsin Ave., Pewaukee, WI Tax Key: PWV _____
Property Owner's Name: 733 Wisconsin LLC Phone Number: (262) 227-4377

RESPONSIBLE PARTY INFORMATION - All invoices will be mailed to this address.

Business Name: Frank's Catering LLC FEIN: 93-3178733
Person Responsible for Payment / Business Contact Name: Steve Klopp
Mailing Address: N53W26815ArrowheadDr., Pewaukee, WI 53072
Responsible Party / Contact Phone Number: (414) 881-5319
Responsible Party / Contact Email Address: sklopp@frankscateringllc.com

AGREEMENT / SIGNATURES - Property Owner signature is required.

Pursuant to the Village of Pewaukee [Code of Ordinances Sec 40.116\(b\)](#), the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff or other expert consultants are retained by the Village in order to complete a proper project review results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge those service fees incurred by the Village to the applicant/property owner. Also, be advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

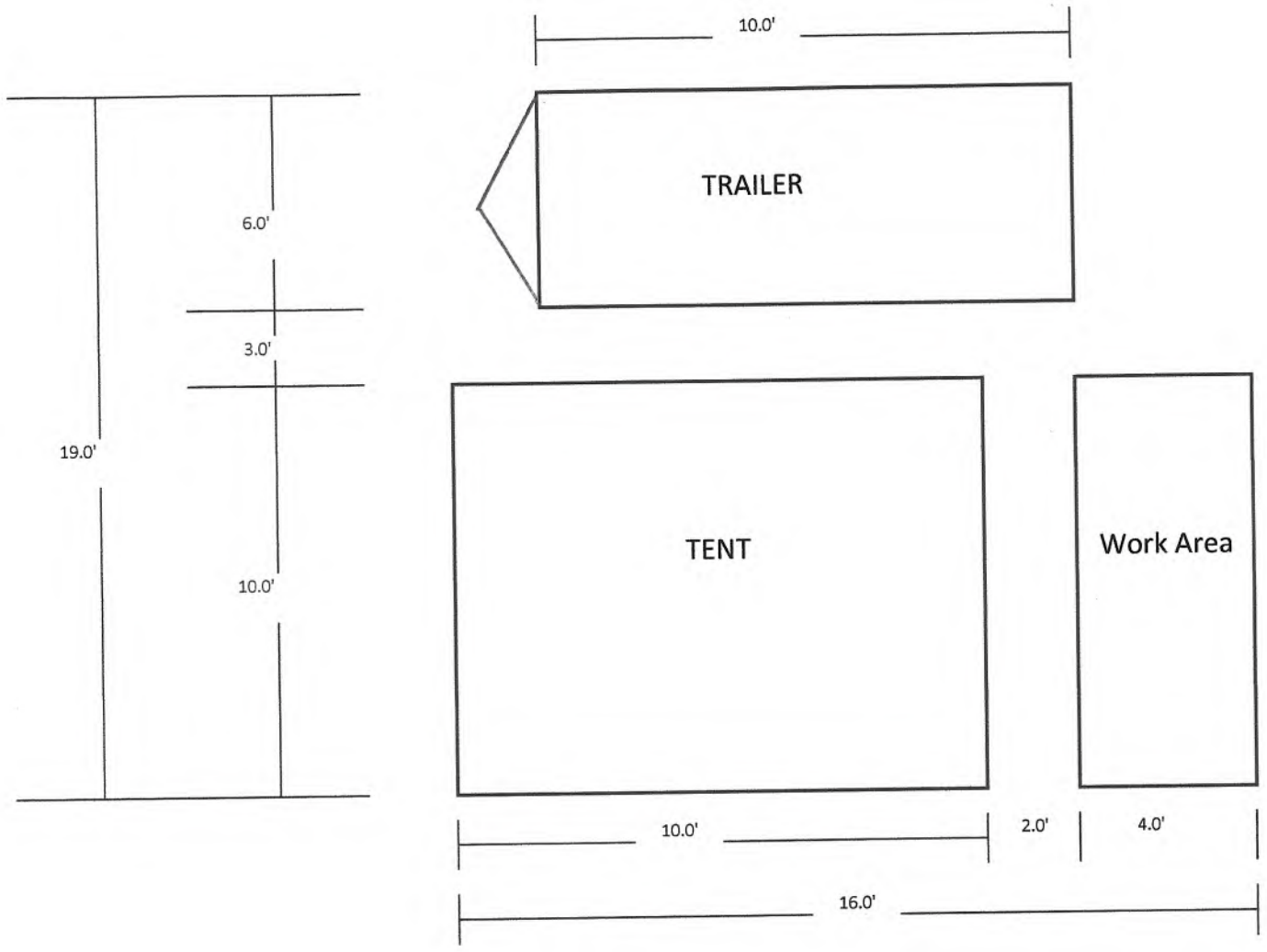
By signing this form, I, the undersigned, have been advised that pursuant to the Village of Pewaukee Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner, or any other Village professional staff or other expert consultants retained by the Village in order to complete a proper project review provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred. In addition, I have been advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are my responsibility.

The Village will place fees from unpaid invoices on the real estate tax bill of the property that corresponds to the incurred services.

Property Owner Signature: [Signature] Printed Name: Scott Schwefly Date: 6/4/26

Applicant Signature: [Signature] Printed Name: Steve Klopp Date: 6/4/26

For Office Use Only Staff Initials: _____ Date Received: _____

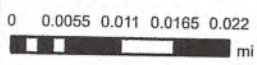




733 W. Wisconsin Avenue



SEWRPC, Waukesha County Land Information Office, SE Wisc Reg Planning Comm, Microsoft, Vantop



1" = 100'
1:1,200

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

Notes
None

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TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator, Mackenzie Quigley - Clerk
FROM: Mark Lyons, Planning Consultant
RPT DATE: July 2, 2026
MTG DATE: July 9, 2026
RE: 6b – Fore Seasons Conditional Use Request

BACKGROUND:

1. Petitioner: Fore Seasons WI, LLC
2. Property Owner: Chestnut Limited Partnership
3. Location/Address: 1405 Capitol Avenue Suites B-E
4. Tax Key Number: PWV 0901984002
5. Area: 4.63 AC
6. Existing Zoning: B-1 Community Business District with a Planned Development Overlay
7. Proposed Zoning: N/A

OVERVIEW:

The Petitioners were previously approved to establish a golf simulator business within units b-e of the multi-tenant commercial building located at 1405 Capitol Drive. The approved Planned Unit Development specific that all signage must be by Plan Commission. As such, the applicant is now requesting Plan Commission approval for exterior signage.

SUBMITTAL:

The enclosed submittal includes the sign permit application, GIS Map & supporting documents.

PLANNER COMMENTS:

1. **Sign Requirements:** The subject parcel lies within an approved Plan Unit Development Overlay. The approval overly specified that all signs must be approved by the Plan Commission. The applicant is proposing to install a single 30"x184" internally illuminated wall sign on the subject property. The 38.33 sq. ft. sign is consistent with Chapter 70 – Signs.





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 **Approves** the Sign Request Fore Seasons WI, LLC for the property located at **1405 Capitol Drive Units B-E**, subject to the following conditions:

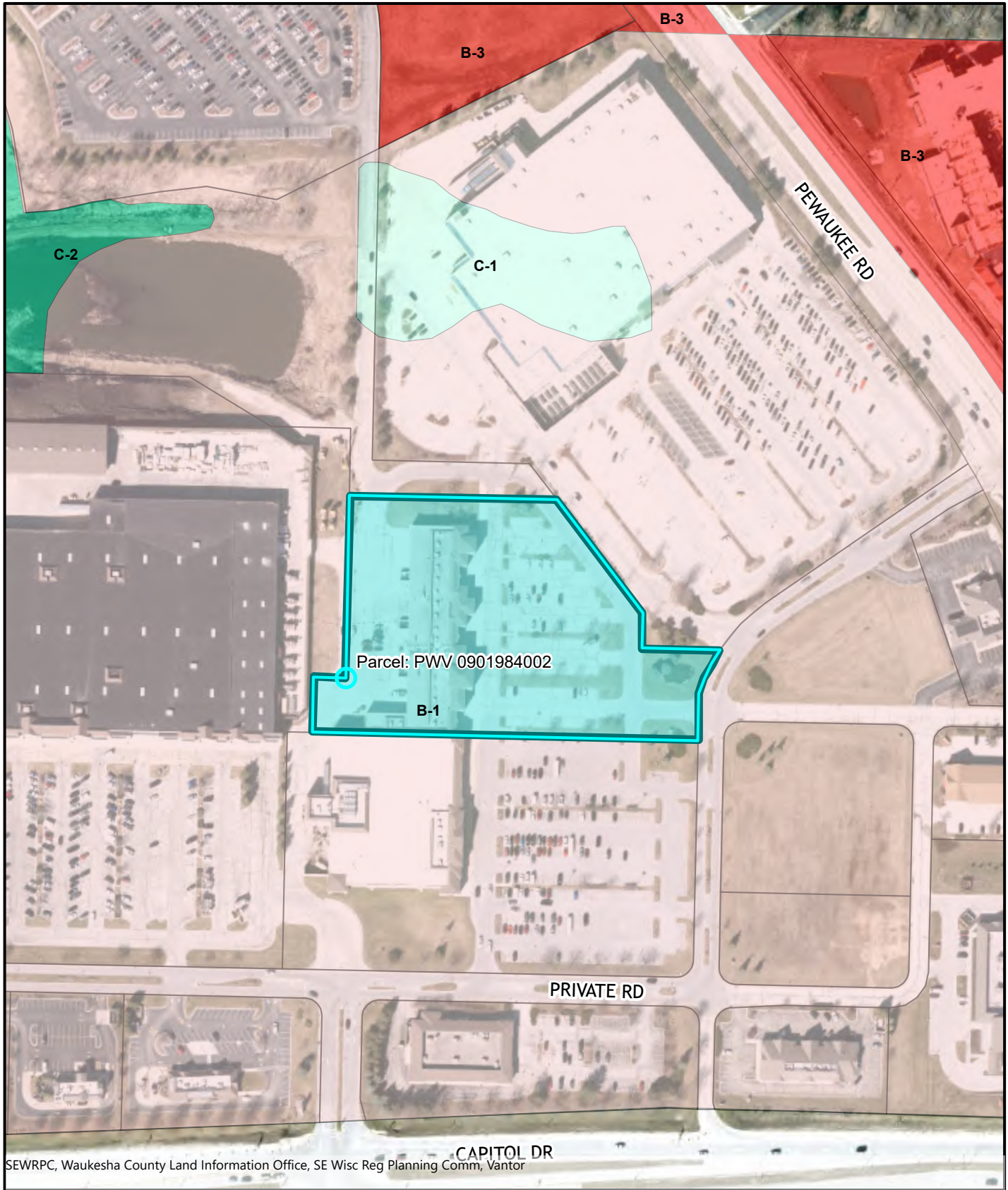
1. That all conditions made by the Plan Commission at their meeting of July 9, 2026, are met.

EXHIBIT:

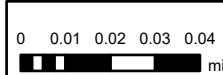
- A. GIS Property Location Map
- B. Petitioner Application
- C. Supplemental Documentation



1405 Capitol Drive Zoning Map



SEWRPC, Waukesha County Land Information Office, SE Wisc Reg Planning Comm, Vantor



1" = 221'
1:2,652

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

Notes
 None

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Sign Permit Application

****If applicable terms/conditions will be listed on page two of this form.**

235 Hickory St , Pewaukee WI 53072—villagehall@villageofpewaukeewi.gov—262-691-5660

Permit # _____

BUSINESS / APPLICANT INFORMATION

Property Owner Name: JIM FORESTER (CHESTNUT LIMITED PARTNERSHIP) Zoning District: _____
 Property Address: 1405 CAPITOL DR Unit # _____ Phone #: 414-339-5959
 Property owner email: Jim@forester.com Property tax #: PWV 39-1954276
 Tenant Name: ANDREW BILEK (FORE SEASONS) Phone #: 262-361-2262
 Tenant Address: 1536 SANDHILL BLVD HARTLAND, WI 53029 Tenant Email: foreseasonswi@gmail.com
 Sign Company Name: SIGNARAMA Sign Company Email: JEREMY.LUHRSEN@SIGNARAMA.COM
 Sign Company Mailing Address: W237N2889 WOODGATE RD STE B PEWAUKEE, WI 53072 Phone #: 262-691-9994

SIGN INFORMATION—Chapter 70 (clickable link)

Freestanding Ground Projecting Wall Awning or Canopy Marquee Temporary Other _____
 Brief description of sign: RACEWAY MOUNTED CHANNEL LETTER SET W/ ACM BACKER Illuminated Non-Illuminated
 Distance from sign to lot lines: _____ Front _____ Rear _____ Right _____ Left
 If repairs or replacement contemplated, is the current sign, non-conforming? Yes No
 Documents are attached: Site Survey (include setbacks and lot lines)
 Color Rendering
 (If applicant is a tenant) A document from property owner authorizing proposed use of property

Date to be Erected: _____ Square Footage 29.9 Sign Height 30" Estimated Cost: \$ _____

SURETY BOND OR INSURANCE COMPANY ON CERTIFICATE OF ISSUANCE

Check here if bond or certificate is attached to this application. (REQUIRED)

SIGNATURE OF APPLICANT (Business Owner)

Application is hereby made for a permit to erect / alter a sign as described herein or shown in accompanying plans or specifications where sign is to be located as shown on the accompanying plan. The information which follows and the accompanying plan and specifications with the representations contained herein are made part of this application in reliance upon which the building inspector is requested to issue a building permit. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this application such as would operate to cause a refusal of this application or any material alteration or changed in the accompanying plans, specifications or structure made subsequent to the issuance of a permit in accordance without the written approval of the building inspector shall constitute sufficient grounds for the revocation of such permit.

****Failure to obtain a permit will result in a double fee. Building and electrical permits may be applied for through the Building Services Department located at the City of Pewaukee, W240N3065 Pewaukee Rd, Pewaukee, WI.**

Andrew Bilek
Signature of Applicant

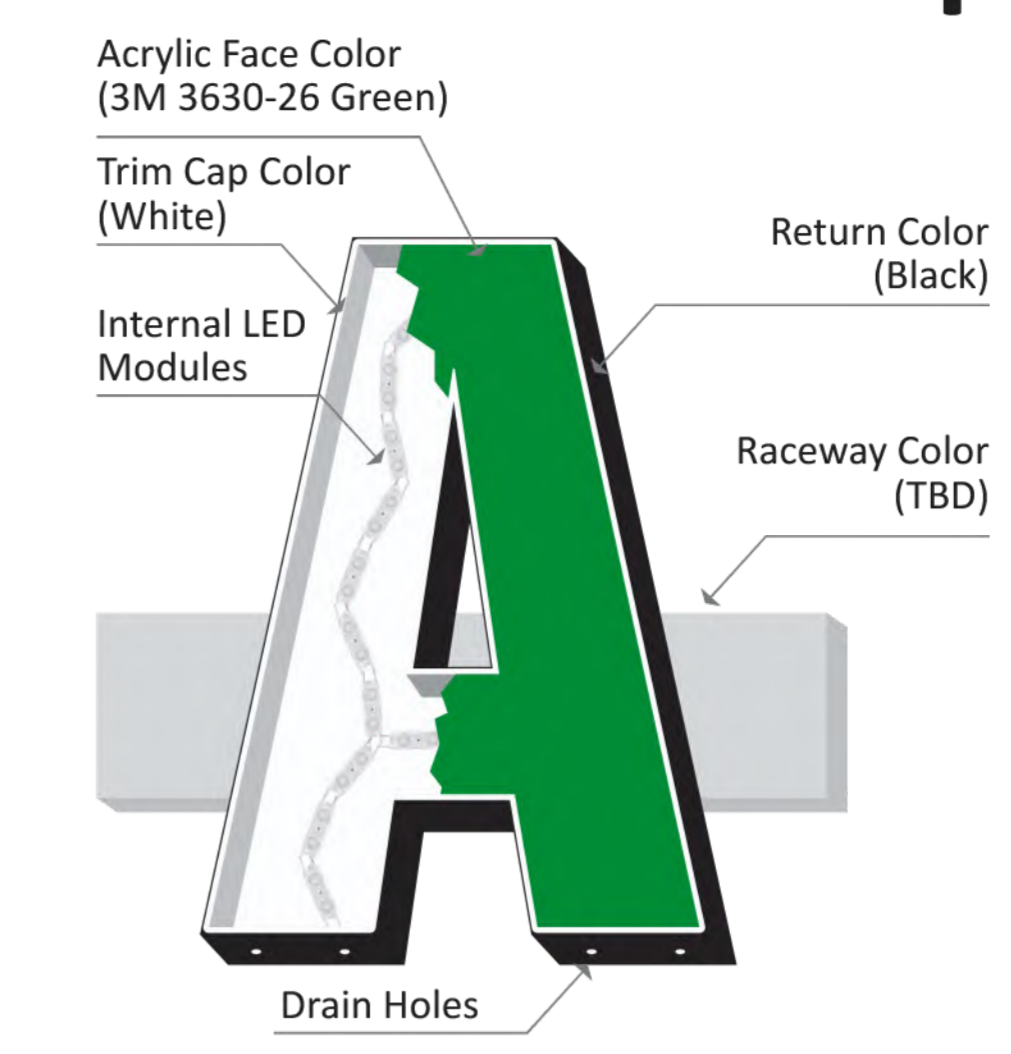
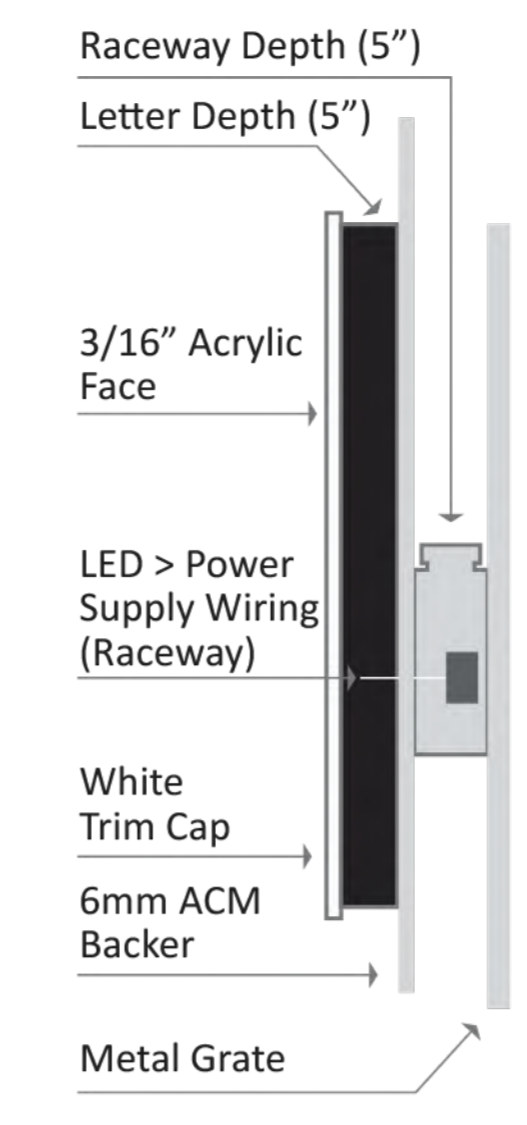
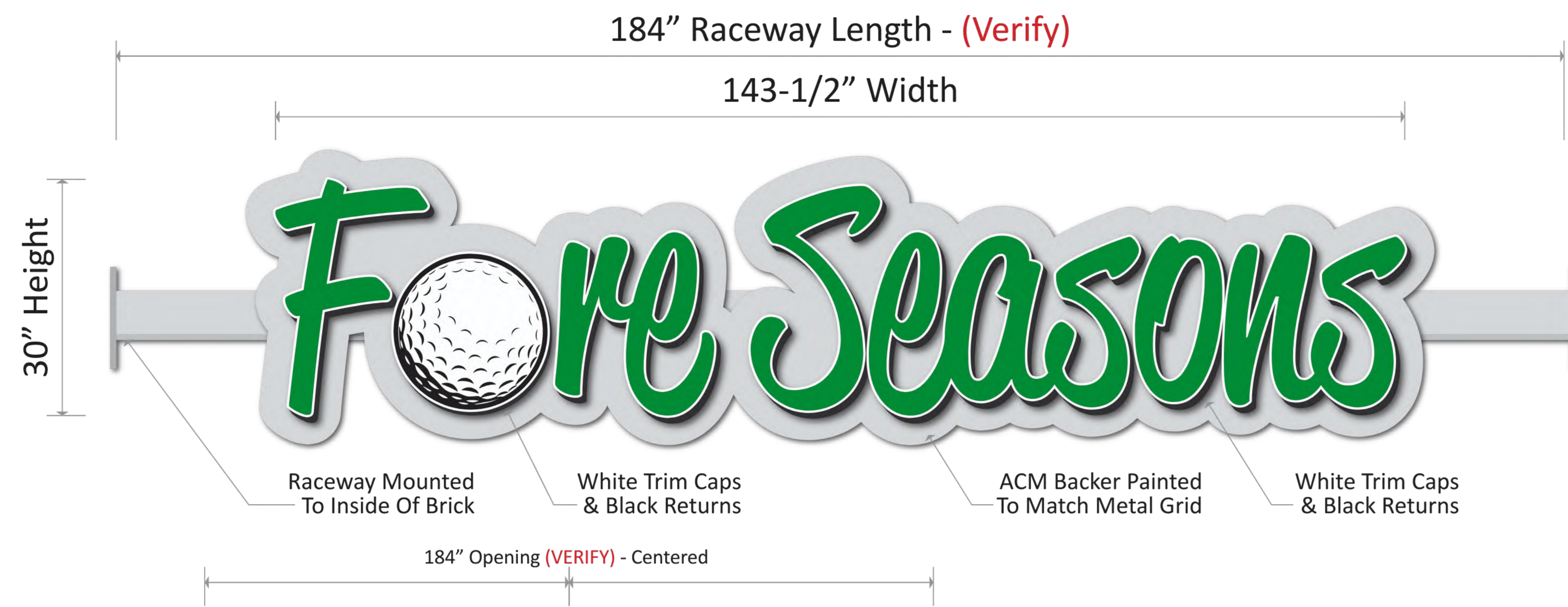
ANDREW BILEK
Printed Name of Applicant

6/6/24
Date

For Office Use Only: Cost= Area x \$2.50/sqft = \$ _____ + \$50 application fee = \$ _____.

Receipt # _____ Initials of Staff: _____ Permit Approved by: _____ Date: _____

Checking this box indicates that the permit is issued with conditions . Please see attached page. Failure to comply may result in suspension or revocation of this permit .



Option 3

Appleton • Fond du Lac • Menomonee Falls • Pewaukee

Signarama

Fond du Lac: 920-921-7181	Menomonee Falls: 262-251-4300
Appleton: 920-739-7446	Pewaukee: 262-691-9994

Client:	Fore Seasons
Address:	xxx
City:	xxx
Date:	4/20/2026
Sales Rep:	Jeremy L.
Designer:	Travis T.
File Name:	60701 Building Sign
Version:	3

General Sign Specifications	
Face Color:	3M Translucent
Trim Caps:	White
Returns:	Black
Raceway:	SW Color (TBD)
Backer:	6mm Painted ACM
Sq Ft:	29.9

Color Specifications	
	3M 3630-156 Vivid Green
	PMS xxx
	PMS xxx
	PMS xxx
	PMS xxx
	PMS xxx

Additional Information Needed	
<input checked="" type="checkbox"/>	Vector Artwork Needed From Client
<input checked="" type="checkbox"/>	Technical Survey Required
<input checked="" type="checkbox"/>	Installation Included
<input checked="" type="checkbox"/>	Color Verification Needed

Additional Sign Specifications	
xxx	

Color Disclaimer: The Ink Colors Shown In This Rendering May Not Match The Actual Paint, Final Print Or Vinyl Colors That Will Be Used.



Sign Placement



Illuminated View - Simulated



Existing View

Exterior Signage: Produce And Install (1) Raceway Mounted Channel Letter Set w/ACM Backer

Legal Proprietary Disclaimer: This Document & The Information Contained In It Is Proprietary To Signarama / Flyway, Inc. The Holder Needs Prior Written Consent of Signarama / Flyway Inc. To Use The Information, Disclose It To Any Third Party Or Reproduce This Document.

TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator & Mackenzie Quigley - Clerk
FROM: Mark Lyons, Village Planning Consultant
RPT DATE: July 2, 2026
MTG DATE: July 9, 2026
RE: 6c - Zoning Ordinance Amendments – Amend Section 40.108(b) definitions and rules of construction

OVERVIEW:

On April 2, 2026, after discussion, the Plan Commission directed staff to prepare an ordinance amendment with regards to adding a definition to “building width”. The Plan Commission discussed options for definition to provide additional clarity within the ordinance. The proposed ordinance would amend section 40.108(b) with the following definition:

Building Width means 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.

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 action:

AMEND SECTION 40: LAND DEVELOPMENT TO INCLUDE A DEFINITION FOR BUILDING WIDTH IN SECTION 40.108(b)

The Village of Pewaukee Plan Commission recommends to the Village Board **Approval** of the Village of Pewaukee Zoning Ordinance Amendments as outlined in the attached ordinance.

STATE OF WISCONSIN : VILLAGE OF PEWAUKEE : WAUKESHA COUNTY

ORDINANCE NO. 2026-____

ORDINANCE TO AMEND SECTION 40.108(b) OF THE MUNICIPAL CODE OF THE VILLAGE OF PEWAUKEE REGARDING ADDING A DEFINITION FOR BUILDING WIDTH

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

SECTION I

Section 40.108(b) of the Municipal Code of the Village of Pewaukee is hereby amended as follows:

Building Width means 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.

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 _____ day of _____ 2026 by the Village Board of the Village of Pewaukee.

APPROVED:

Countersigned:

Jeff Knutson, Village President

Mackenzie Quigley, Village Clerk

TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator & Mackenzie Quigley - Clerk
FROM: Mark Lyons, Village Planning Consultant
RPT DATE: July 2, 2026
MTG DATE: July 9, 2026
RE: 6d - Zoning Ordinance Amendments – Amend Section 40.435(a) Streets and access drives.

OVERVIEW:

During a recent review of the ordinance staff noted a discrepancy in Section 40.435. The section is titled to apply to both streets and access drives, however in subsection (a) the Villages standard and specification are only specifically call out for streets. The Village also has standards and specification for access drives and in order to provide consistency and clarity within the ordinance staff is recommending the ordinance be amended to specially address both street and access drives. Therefore, staff is recommending 40.435(a) amended.

Existing:

- (a) All streets shall be constructed in accordance with the Village of Pewaukee standards and specifications. The plan commission may waive or modify these specifications if, in their judgment, the waiver or modification is not adverse to the public health, safety and welfare.

Proposed:

- (a) All streets **and access drives shall be constructed in accordance with the Village of Pewaukee then prevailing standards and specifications as determined from time to time by the Director of Public Works.** The plan commission may waive or modify these specifications if, in their judgment, the waiver or modification is not adverse to the public health, safety and welfare.

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 action:

AMEND SECTION 40: LAND DEVELOPMENT TO INCLUDE A access drives IN SECTION 40.435(a)

The Village of Pewaukee Plan Commission recommends to the Village Board **Approval** of the Village of Pewaukee Zoning Ordinance Amendments as outlined in the attached ordinance.

STATE OF WISCONSIN : VILLAGE OF PEWAUKEE : WAUKESHA COUNTY

ORDINANCE NO. 2026-_____

ORDINANCE TO AMEND SECTION 40.435(a) OF THE MUNICIPAL CODE OF THE VILLAGE OF PEWAUKEE REGARDING STANDARD SPECIFICATION FOR ACCESS DRIVES

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

SECTION I

Section 40.435(a) of the Municipal Code of the Village of Pewaukee is hereby amended as follows:

- (a) All streets and access drives shall be constructed in accordance with the Village of Pewaukee then prevailing standards and specifications as determined from time to time by the Director of Public Works . The plan commission may waive or modify these specifications if, in their judgment, the waiver or modification is not adverse to the public health, safety and welfare.

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 _____ day of _____ 2026 by the Village Board of the Village of Pewaukee.

APPROVED:

Countersigned:

Jeff Knutson, Village President

Mackenzie Quigley, Village Clerk



Memorandum

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

July 2, 2026

TO: Village of Pewaukee Plan Commission

CC: Matt Heiser – Village Administrator, Matt Gralinski- Village Attorney, Mackenzie Quigley – Village Clerk

FR: Mark Lyons – Village Planner

RE: 6f - Review, discussion, and possible direction to staff regarding Section 40.108(b) – Structure.

Discussion on the definition of “structure”

Based on recently proposed projects, staff have been reviewing how Chapter 40 defines a structure. Presently a structure is defined as:

Structure means a combination of materials, other than natural terrain or plant growth, erected or constructed to form among other things, a building, shelter, sign enclosure, retainer, container, support, base or decoration.

Concerns have been raised on how the current definition applies to potentially “minor” improvements or landscaping features such as;

- (1) Bird feeders
- (2) Laundry line
- (3) Flag poles
- (4) Hang planter stands

The village code presently does not articulate a difference in these types of “structures” and more common structures like homes, accessory buildings, fences or decks. The question has been raised about how the code presently applies to these improvements and if any changes or exceptions should be added regarding them.