



PLAN COMMISSION AMENDED 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 – May 14, 2026**
 - b. 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: July 8, 2026

PLAN COMMISSION AGENDA
June 11, 2026 – 6:00 pm
Village Hall
235 Hickory Street, Pewaukee, WI 53072

To view the meeting: <https://www.youtube.com/watch?v=xd-T90yq8A>

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. Mark Grabowski; Comm. Theresa Hoff; Comm. Brian Belt; Comm. Katie Jelacic; Comm.; Trustee Bob Rohde; and President Jeff Knutson.

Excused: Comm. Sam Liebert

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

2. Citizen Comments –

No comment.

3. Approval of the Minutes -

a. Plan Commission Meeting – May 14, 2026

Trustee Rohde motioned/seconded by Comm. Belt to approve the May 14, 2026, Regular Plan Commission meeting minutes as presented.

Motion carried 5-0; Comm. Hoff abstained.

4. Old Business -

a. None

5. New Business -

a. Review, discussion and possible action on a two-lot certified survey map (CSM). The applicant is Christian Brother Automotive, and the owner is Meadow Creek Limited Partnership, LLC. This request is a 38.175-acre parcel located at PWV 0901984006, and is zoned B-1 Community Business District with a Planned Unit Development Overlay District, C-1 Shoreland Wetland District and C-2 Conservancy District.

Lyons provided an overview of the project and summarized staff comments. Attorney Gralinski confirmed with the Village Engineer that no land or public improvements are proposed to be dedicated to the Village. Based on this confirmation, Village Board review is not required, and the Village Board signature block can be removed from the CSM.

Jim Forester, 3190 Gateway Road, Brookfield (Property Owner), referenced a previous agreement concerning property maintenance and conditions identified in the Conditional Use Grant (CUG) for Christian Brother Automotive from October 9, 2025. He requested that property owners receive notification of proposed conditions, in addition to the applicants.

Department of Public Works Recommendations:

The Department of public works has also reviewed the proposed CSM. Below are DPW's advisory comments.

1. Are the lands within proposed Lot 1 that are located west of Lot 9, CSM 9804 being anticipated for future development? Is a future CSM anticipated for this area when a buyer is found?
2. An existing storm sewer pipe crosses this parcel but no easement is shown on the CSM. A new easement is needed to be submitted, reviewed, approved, and recorded to current owner prior to approval of CSM.
3. A pond maintenance agreement and easement is located around the regional document. Show easement and document number for maintenance agreement on CSM. If this document has not been recorded, the document should be recorded prior to approval of this CSM.
 - a. In the copy of document that Village has, Addendum #1 was not been completed. This addendum should be completed and recorded by Owner prior to approval of this CSM.
4. Add note to CSM regarding document referencing storm water maintenance agreement related to this subject Lot 2. Sample wording below:
 - a. Lot 2 of this CSM is subject to storm water maintenance agreement recorded with document #xxxxxxx.
5. Several easements are shown on CSM. Label source document for each easement.
6. A note should be added to CSM stating the recorded document creating the access easement for proposed Lot 2.
7. The easement document granting access through this parcel should be submitted for review. It should be verified that cross access is granted to access road from west prior to approval of this CSM.

Village Planner Recommendations:

The Village of Pewaukee Plan Commission Approves the Certified Survey Map Request for a two-lot CSM for the property located at West and north of 1357 Capitol Drive, subject to the following conditions:

1. Any conditions made by the Plan Commission at their meeting of June 11, 2026.
2. That all Village Engineer and Department of Public Works comments are satisfied for the Certified Survey Map prior to Village signature and recording.

Village Engineer Recommendations:

We recommend approval of the Certified Survey Map (Sheets 1-14) subject to the following comments being addressed prior to final staff approval:

1. The CSM redivides a part of Lot 17, CSM 11391. Lot 17 was previously divided by CSMs 12113 & 126818. The heading and legal description should be revised to reflect this.
2. Show separate chord lines for curves C14 & C27.
3. The bearing reference needs to be corrected; we presume to the East Line of the NE ¼ of Section 10.
4. Label W. Capitol Drive on sheets 3, 6, and 8. Also label Pewaukee Rd on Sheet 8.
5. We question if “dedicated” should be listed in the Owner’s certificate.
6. We recommend providing a detail at the NW corner of the NE ¼ to detail if a monument was set at that corner and to depict dimensions to the meander corners.
7. We recommend a lighter pen weight on the boundary dimensions.
8. We recommend certain overwrites be revised, as shown.

Trustee Rohde motioned/seconded by Comm. Jelacic to approve the Certified Survey Map (CSM) request for the two lot CSM for property located west and north of 1357 Capitol Drive subject to the conditions presented in the documents from staff.

Motion carried 6-0.

- b. Review, discussion, and possible action on Business Site Plan / Plan of Operations request of Johnson Financial Group to construct a new 3,116 sq. ft. building and associated parking area. This request is located at 1194 Capitol Drive / PWV 0903099. The 1.59-acre property is zoned B-1 Community Business District. The property owner / applicant is Johnson Financial Group.**

Belt requested clarification regarding the 0.2% reduction in impervious land. Lyons explained that the issue must be addressed, as no waiver process is available under the Site Plan Review Grant. Lyons provided an overview of staff comments and outlined the corresponding recommendations.

Discussion was held among the Commission regarding signage that may be presented for consideration at the July 2026 Plan Commission meeting.

Brett Hess, 707 Riveredge Drive, stated that the reported impervious surface percentage was the result of a presentation error and will be corrected. He noted that the calculations were accurate; however, the information was not displayed correctly.

Department of Public Works Recommendations:

Village Department of public works has also reviewed the proposed plans, and comments have been included below.

1. Provide post construction televising video showing Sanitary sewer lateral from building to the main. The lateral needs to be reviewed for structural integrity and potential infiltration. The Village staff or designated representative will review the sewer lateral video and check if the lateral condition is adequate or needs rehabilitation. If the work cannot be completed prior to issuance of permit or occupancy, then posting a \$5,000 financial guarantee is acceptable to allow applicant to proceed. This includes costs for televising and potential work on sewer lateral. The phone number for the Sewer Dept. is 262-200-7506.
2. If reusing existing water service, schedule and conduct appointment with the Water Utility Department staff to identify the water service pipe material prior to issuance of permit. If service material is lead, the Applicant will be required to replace the water service from building to the curb stop. The phone number for the Water Utility is 262-200-7506.
3. Install public concrete sidewalk along Forest Grove Drive from Capitol Drive existing sidewalk to Quail Ct and along Quail Ct. from Forest Grove Dr. to west lot line. Show on site and grading plan.
4. Add sample tap to use for water sampling in utility room.
5. Obtain erosion control permit and install erosion controls prior to demoing building.
6. On Landscape Plan, one tree proposed to be removed is located on adjoining parcel. Please confirm with adjacent owner if ok to remove.
7. A drive approach is shown to be removed along Quail Ct. and Forest Grove Dr. A note on Forest Grove Dr. states a portion of existing curb and gutter to remain. Depending on condition of curb and gutter, the curb and gutter may or may be able to be reused. Add note: Village Inspector to mark removal limits for curb and gutter removal and replacement. Follow Village specifications and obtain right of way permit and driveway permit.
8. Prepare ALTA Survey for property.
9. The existing monument sign is shown to be removed. Prepare document to release the existing agreement for monument sign with Village to be submitted for review, approval, and recording prior to issuance of building permit.
10. A financial guarantee should be submitted for work in public right of way.
11. New water service should connect from Quinlan Ct.
12. Old water service should be abandoned at main. Add note: Abandon water service at main per Village specifications. Use abandonment sleeve.
13. For sanitary sewer lateral, add note to provide water tight connection to manhole.

14. Utilize Village template for storm water maintenance agreement. Template can be emailed to Engineer. Agreement to be submitted, reviewed, approved and recorded prior to approval of building permit.

Village Planner Recommendations:

The Village of Pewaukee Plan Commission Approves the Site Plan for a new financial institution, associated parking lot, accessory structures, landscaping and access drive for the property located at PWV 0903099, subject to the following conditions:

1. That all conditions made by the Plan Commission at their meeting of June 11, 2026 pertaining to architecture, site design, landscaping, lighting, grading, parking, or other, are met.
2. Hours of operation shall be Monday-Friday 8:30am-5:00pm.
3. Applicant shall reduce the total impervious area on site to meet the 65% maximum allowed.
4. Landscaping and sign plans shall be updated to meet all code requirements and resubmitted to the Village Planner for final review and approval.
5. Landscaping is required to be replaced upon any plants not surviving.
6. This Site Plan/Plan of Operation approval is subject to the Petitioner complying at all times with the plans and documents presented to the Village of Pewaukee Plan Commission. The existing site plan/plan of operation shall remain in effect, except as further restricted or modified herein.
7. 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.
8. 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.
9. 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. Fire department approval following review to ensure any additional fire access requirements for the parking lot as proposed is required prior to building occupancy.

10. 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.
11. 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.
12. 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.
13. The Petitioner and/or Property Owner shall obtain the appropriate permits from the Village of Pewaukee.
14. 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 (C001-C501) subject to the following comments being addressed prior to final staff approval:

Civil Plans – General

1. Permits/approvals will need to be obtained by the developer for this development from WDNR, and DSPS. Copies of these permits shall be sent to the Village when received.
2. With this site being a known contaminated site per the WDNR Removal and Remediation (RR) database, the developer shall provide all documentation to the Village pursuant to WDNR approval for the proposed work.
3. Add a concrete driveway detail to the plans.

Sheet C001 – Site Survey

4. The existing water and sewer services are missing from the plan. Show on the site survey plan and all pertinent plan sheets.

Sheet C002 – Site Preparation and Erosion Control Panel

5. Revise the alignment of the perimeter silt fence to the slope intercept of the proposed grading to minimize the area where site sediment could accumulate.
6. Within the proposed swale along the north and east sides of the disturbance, add temporary ditch checks. A minimum one row on either side of the swale high point, set midway between the high point and discharge points, shall be incorporated.
7. Shift the site tracking pad east such that it abuts the east site limit.
8. Delineate the limits of the proposed ECRM for the proposed bio-filtration basin overflow spillway so that the extents are clearly understood.

Sheet C100 – Site Plan

9. Per ADA code part 208.3.1, the ADA stall shall be on the shortest accessible route to the building entrance. The ADA stall on the north side of the building shall be moved closer to the building entrance to this effect. The curb ramp shall also move accordingly.
10. At the south building entrance, verify whether the ADA minimum clear width of 3 feet is maintained at the proposed building door. Widen the entrance area if 3 feet of width between the door swing radius and edge of walk cannot be maintained.
11. Extend the curb & gutter replacement on Quail Court both east and west to the nearest joints. Additionally, the asphalt pavement in front of this curb & gutter replacement shall be patched a minimum of 18" wide due to its failed condition.

Sheet C200 – Grading Plan

12. The slope of the concrete between the north building door and the integral walk along the nearby parking row measures steeper than the ADA maximum 1:48. Revise to the ADA maximum sloping.
13. Revise the proposed contours south of the proposed site entrance within the Forest Grove Drive right-of-way. They do not appear to reflect the proposed grading design and appear to be drafting related.
14. Provide dimensions of the proposed bio-filtration basin spillway on the plan. Based on measuring the distance between contours, the spillway geometry does not appear to match the dimensions given in the details. Ensure plan information is consistent.

Sheet C300 – Utility Plan

15. The water service connection location shall be on Quail Court. Revise the design of the water service accordingly.
16. A cleanout and/or manhole is recommended the 45-degree bend east of the building sewer connection. Consider incorporating into the design.

17. At the proposed storm/sanitary crossing, we calculate an approximate top elevation of the sanitary lateral of 899.1+/- . Verify and revise as necessary.
18. Consider revising the invert elevations in SAN Sampling MH 2.0 such that there is a drop of 0.1' between ingoing and outgoing pipes.
19. At SAN EX MH 1.0, revise the proposed 6" invert elevation to either match crowns with the existing outgoing sanitary sewer elevation or 0.1' higher than the existing outgoing sanitary sewer elevation, whichever is higher. The invert of the proposed lateral shall not exceed 2 feet above the spring line of the existing outgoing sewer pipe.
20. At SAN EX MH 1.0, add additional notation stating that the Contractor shall modify the bench in the existing manhole to accommodate the proposed pipe connection.
21. Label the locations of the underdrain cleanout locations in the proposed bio-filtration basin.

Sheet C402 – Details

22. Stormwater Infiltration for this site is prohibited per Village Code Chapter 14.335 (d)(3)d.5: contaminants of concern are present within the soil through which infiltration will occur. Therefore, a liner shall be installed underneath the proposed bio-filtration basin. Liner shall meet the requirements of WDNR Technical Standard 1001. Add to the appropriate details.
23. If there will not be any vertical orifices for the proposed bio-filtration basin outfall structure, remove from the detail.
24. Specify the type of gravel to be used between the proposed bio-filtration basin underdrain and the engineered soil. Per DNR Technical Standard 1004, a maximum 4" layer of pea gravel shall be installed.
25. Clarify where the plan view is showing Sections A-A and B-B that the detail depicts.
26. Section A-A notes a 2-foot sump in the outlet control structure, but the detail specific to the Outlet Control Structure shows a 3-foot sump. Clarify.
27. Specify the opening size at the top of the outlet control structure.
28. Specify the breadth (dimension parallel to flow) of the overflow spillway.

Sheet C500 – Specifications

29. Revise the water service requirements to include the following:

2.07 Water Services

- A. All water service connections shall be constructed with the following:
 - 1) Corporation stops A. Y. McDonald 74701BQ or approved equal.
 - 2) Curb stops shall be A. Y. McDonald 76104Q or approved equal.

- 3) Curb stop boxes shall be A. Y. McDonald 5660 or approved equal.
- B. For water services installed on PVC pipe water mains, all corporations, regardless of size, require the use of a tapping saddle.
- C. Saddles shall be all stainless steel construction with nitrile pad gasket Smith-Blair model 372 saddle or approved equal.
- D. The entire run of the service, regardless of size, from the main in the street to the meter in the dwelling, shall be a high density polyethylene (HDPE) tubing copper tube size (CTS) conforming to AWWA C-901 and ASTM D2737 SDR 9.0 NSF-14, class 200 (250 psi working pressure).
 - 1) Stainless steel stiffeners to be used on HDPE tubing connection.

Stormwater Management Plan

30. Note that this development is in the Village of Pewaukee, not the City. The applicable Municipal code references shall be revised accordingly.
31. As stated above, Stormwater Infiltration for this site is prohibited per Village Code Chapter 14.335 (d)(3)d.5: contaminants of concern are present within the soil through which infiltration will occur. Remove all infiltration calculations for clarity.
32. Revise peak discharge calculations utilizing the rainfall depth values per Village code chapter 14.336.
33. Use consistent units of measurement for modeling areas. In the existing peak discharge model, Subcatchment B is listed in acres, yet the other subcatchments are listed in square feet.
34. In the TSS modeling, all non-paved areas shall be routed through 100% cleaning devices so as to depict how the parking areas perform as accurately as possible.
35. In the TSS modeling, add the driveway pavement between the parcel line and curb line to area B.
36. Ensure consistency between modeling and plans for the overflow weir dimensions. The dimensions in the TSS model do not match the information given in the other models and plans.
37. Revise the stand pipe elevation above datum in the TSS modeling to be consistent with the plan.
38. Existing Conditions Map – The watershed tables denote the areas as “Proposed”. Please clarify.
39. Existing Conditions Map – Provide a time of concentration flow path and calculations justifying the use of 6 minutes in the existing condition.

40. Existing and Proposed Conditions Map – The areas and curve numbers do not match the modeling. Revise.
41. Existing and Proposed Conditions Map – There is additional disturbance area outside the areas delineated within the site access points on Forest Grove Drive and Quail Court. Add to the exhibit and incorporate into appropriate modeling calculations.

General Comments

42. A response memorandum addressing each of the above comments listed must be included in the next submittal. Note, that these comments are not all encompassing and that further comments may arise during future submittals.

Comm. Belt motioned/seconded by Trustee Rohde to approve the Johnson Financial Group's Site Plan and Business Plan of Operation for the 1.59 acre lot with the 0.2% reduction to land use, subject to staff recommendations.

Motion carried 6-0.

- c. **Review, discussion, and possible direction to staff regarding Comprehensive Plan's future land use designation and zoning designation for property located at the southeast corner of Ryan Street and Highway 16. PWV 0884982 & 0884983.**

Knutson and Lyons provided an overview of the property, including its existing land use designations and the guidance contained in the previous Comprehensive Plan. They noted that the Village has received numerous inquiries from developers regarding potential opportunities on the site and sought the Commission's input on its future direction.

Discussion followed with a focus on the property's future land use and development potential, the Village's significant concentration of multifamily housing - the highest in the County - and the desire to attract commercial uses that could generate additional business activity. Commissioners also discussed traffic safety concerns at the Ryan Street and Highway 16 off-ramp intersection, which currently lacks traffic signalization.

During the discussion, Hoff noted that previous property owners had sold the land after the Plan Commission declined to support proposed changes and questioned the rationale for revisiting development options at this time. Lyons responded that changing market conditions, coupled with the lack of business development on the property over many years, may justify reevaluating its future land use designation. As the conversation shifted to potential development formats, Belt expressed support for lower-density residential options, such as individually owned duplexes with private yards, rather than larger developments operated by management companies.

Lyons also informed the Commission about Act 68, which is scheduled to take effect on January 1, 2028, and is intended to streamline development approvals. He

explained that future land use discussions will focus on planning considerations such as density and development intensity rather than ownership structure or rental status. Lyons concluded by outlining several proactive land use planning options for the Commission's consideration.

6. Citizen Comments -

No Comments

7. Adjournment -

Trustee Rohde motioned/seconded by Comm. Hoff to adjourn the June 11, 2026, Regular Plan Commission meeting at approximately 6:43p.m.

Motion carried 6-0.

Respectfully submitted,

Mackenzie Quigley
Village Clerk

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:

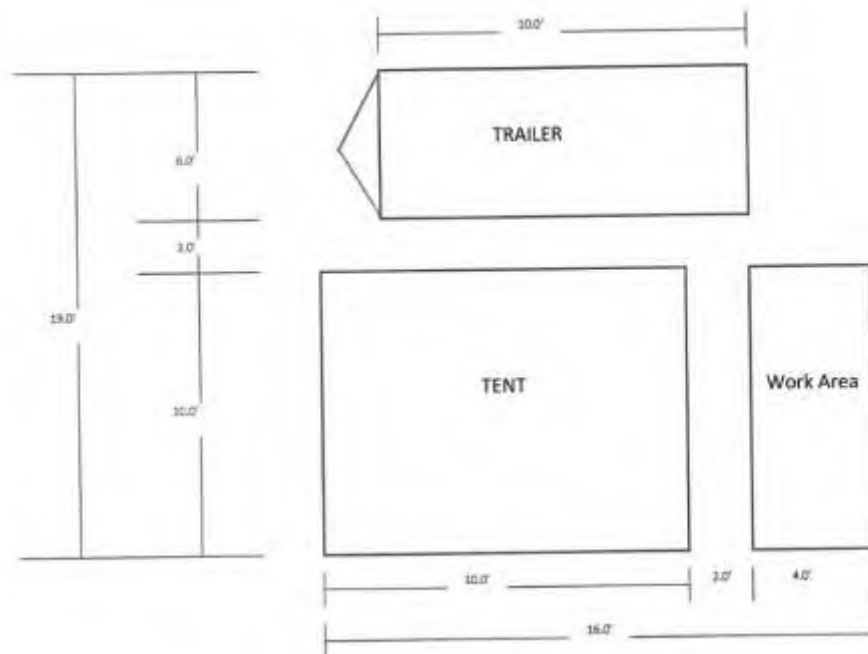
The Petitioners are requesting approval to allow a temporary use for more than three days cumulatively in any 30-day period. The applicant is proposing to sell onsite prepared food from 4:30pm – 8:00pm on Thursdays in June, July and August. Section 49.415(2) requires a Conditional Use Grant for temporary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



STAFF RECOMMENDATION:

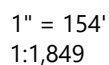
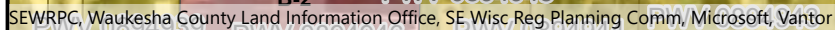
Depending on confirmation by the Village of Pewaukee Plan Commission of the above-described comments, the Village of Pewaukee Plan Commission may take the following actions listed below.

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



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

[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

[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
exterior building materials and colors	samples of building materials (for presentation to Planning Commission)
	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: N53W26815 Arrowhead Dr., 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.

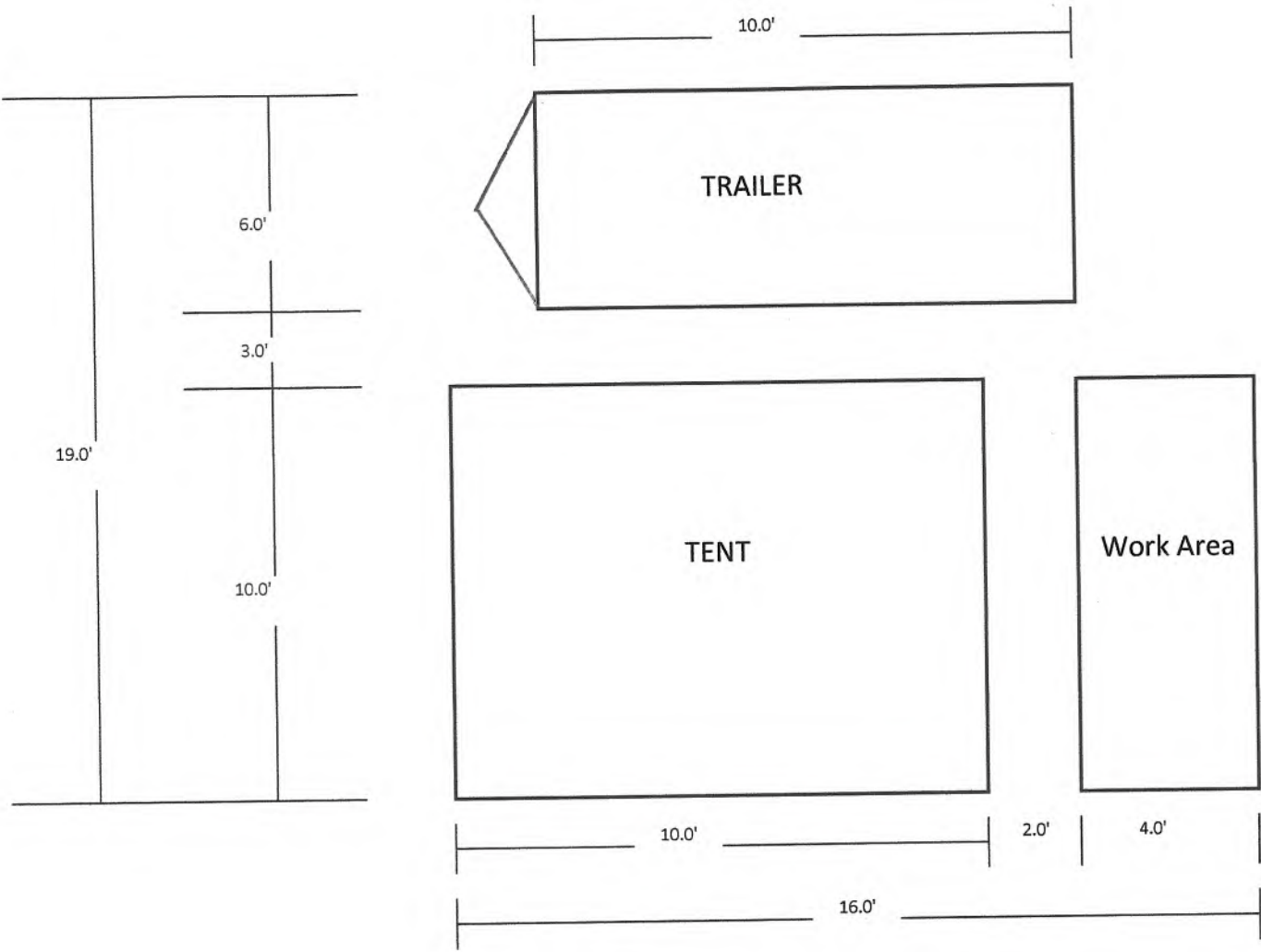
Property Owner Signature: [Signature] Printed Name: Scott Schaefer Date: 6/4/26

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, Vantor

0 0.0055 0.011 0.0165 0.022
mi



1" = 100'
1:1,200

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.

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:

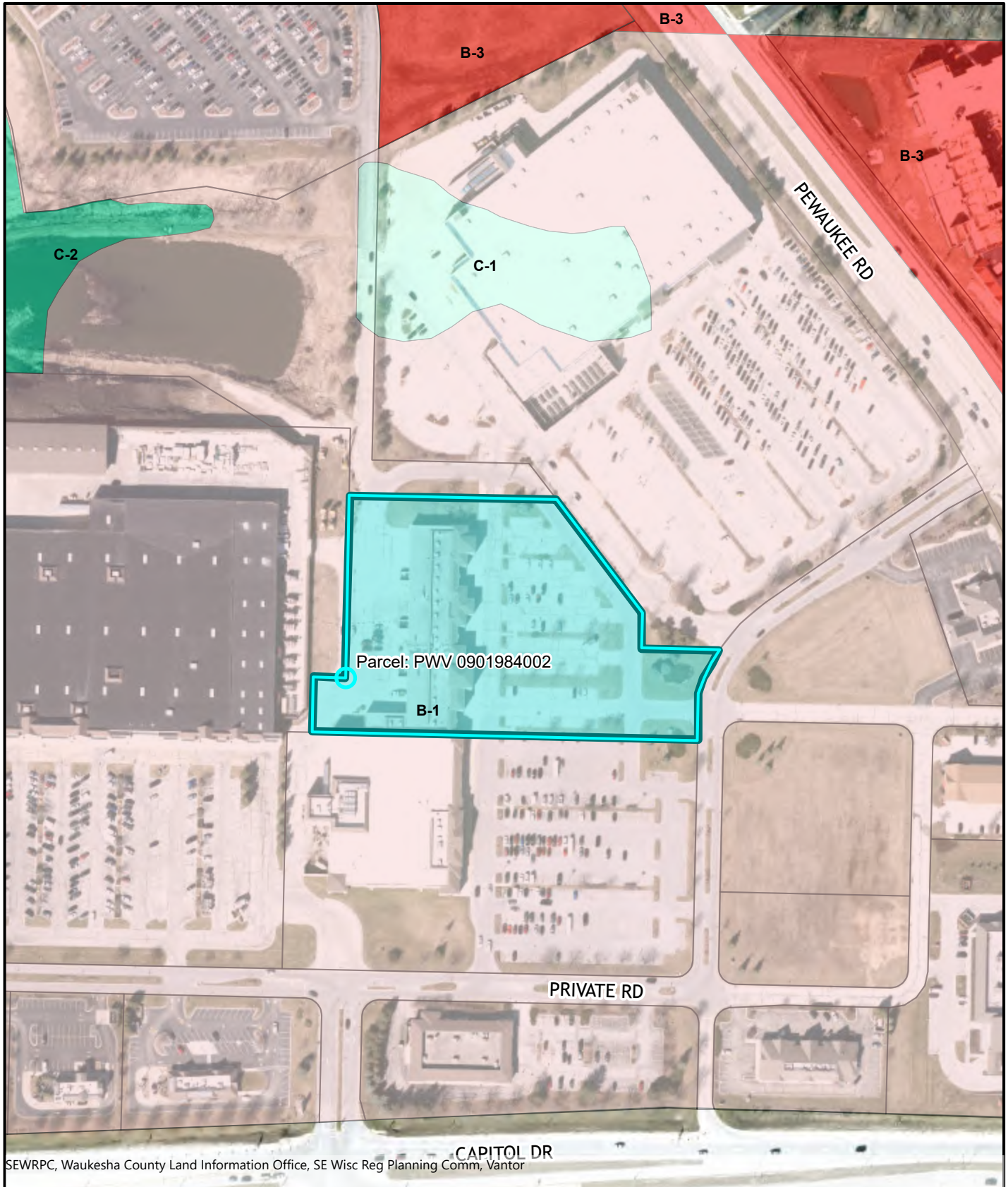
1. That all conditions made by the Plan Commission at their meeting of July 9, 2026, are met.

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

0 0.01 0.02 0.03 0.04
mi
N
1" = 221'
1:2,652

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

None



Sign Permit Application

Rev. 3/26/24

****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: W237 N2889 WOODGATE RD STE B Phone #: 262-691-9994
PEWAUKEE, WI 53072

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 ☒ Illuminated ☐ Non-Illuminated
W/ ACM BACKER
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

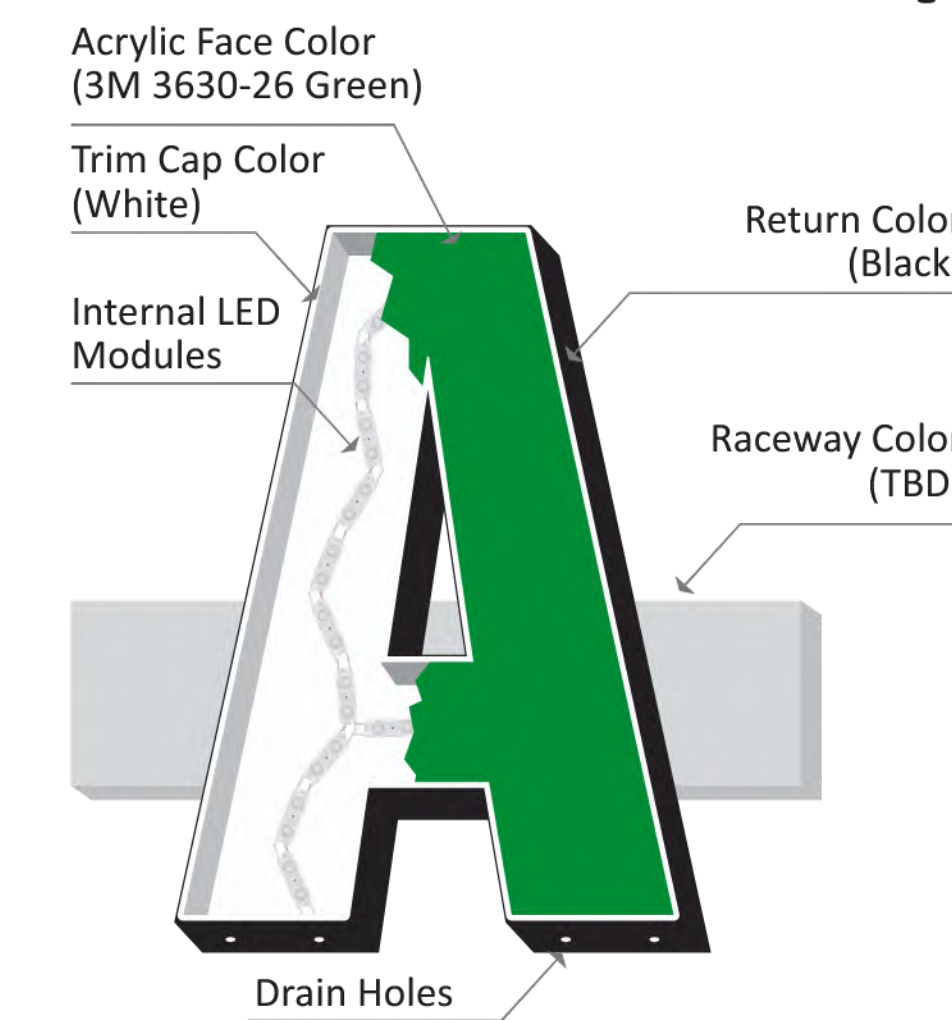
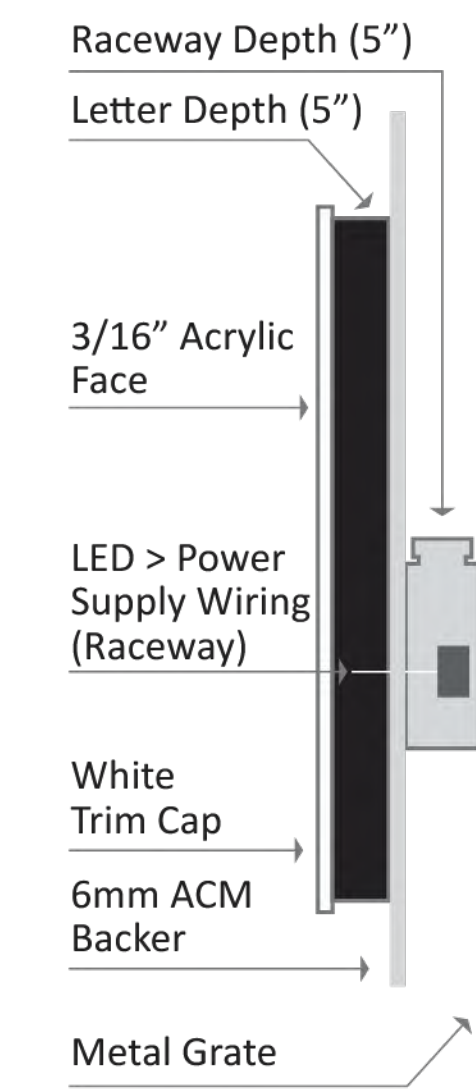
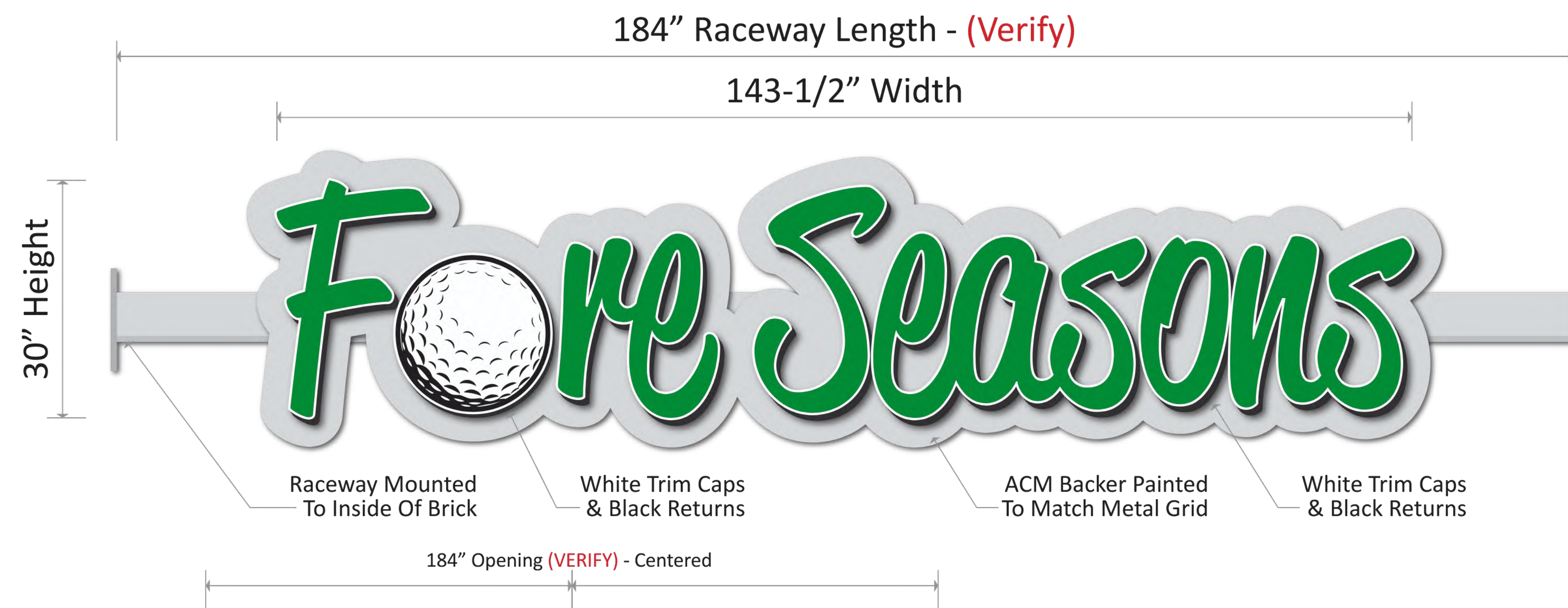
ANDREW BILEK
Printed Name of Applicant

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

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

☒	Vector Artwork Needed From Client
☒	Technical Survey Required
☒	Installation Included
☒	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

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.