



PLAN COMMISSION AGENDA

July 1, 2025 – 5:00 pm
Village Hall
235 Hickory Street, Pewaukee, WI 53072

To view the meeting: https://www.youtube.com/watch?v=_S8iOfc6PXU

1. Call to Order, Roll Call, Pledge of Allegiance, & Moment of Silence.
2. Public Hearings.
 - a. Conditional Use Grant request of applicant Kasey Seiske d/b/a CrossFit Rohkeus, to develop a CrossFit gym. A health club use is only permissible through the issuance of a Conditional Use Grant (Section 40.316(1)). This request is located at 1343 E. Wisconsin Avenue, Suite 100 & 101/ PWV 0921996006 & 0921996005, is zoned B-5 Light Industrial District. Property owner is Smart Asset Management, LLC and Applicant is Kasey Seiske.
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. Regular Plan Commission Meeting – June 12, 2025
5. Old Business.
 - a. None
6. New Business.
 - a. Review, discussion, and possible action on a Conditional Use Grant request of applicant Kasey Seiske d/b/a CrossFit Rohkeus, to develop a CrossFit gym. A health club use is only permissible through the issuance of a Conditional Use Grant (Section 40.316(1)). This request is located at 1343 E. Wisconsin Avenue, Suite 100 & 101/ PWV 0921996006 & 0921996005, is zoned B-5 Light Industrial District. Property owner is Smart Asset Management, LLC and Applicant is Kasey Seiske.
 - b. Review, discussion and recommendation to the Village Board for the vacation of an approximately 11' x 55' section of Quinlan Drive located on the east side of Quinlan Drive approximately 128' north of the intersection of Quinlan Drive and West Wisconsin Avenue. This 605 sq. ft section of Right-of-Way owned by the Village of Pewaukee.
 - c. Review, discussion and possible action to cancel the July 10, 2025 Plan Commission meeting.

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 24, 2025

**Plan Commission Meeting
June 12, 2025 – 6:00 pm
Village Hall
235 Hickory Street, Pewaukee, WI 53072**

<https://www.youtube.com/watch?v=7hbGhw--s-E>

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

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

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

Excused: Comm. Mark Grabowski

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

2. Public Hearings –

3. Citizen Comments – No comments.

4. Approval of the Minutes

a. Regular Plan Commission Meeting – May 8, 2025.

Comm. Belt motioned/seconded by Trustee Rohde to approve the May 8, 2025, Regular Plan Commission Meeting minutes as presented.

Motion carried 6-0.

5. Old Business

a. None

6. New Business

- a. Review, discussion, and possible action on a Sign Code Waiver for American Family Insurance to allow a 12 sq. ft. monument sign with a 2' street setback, pursuant to Section 70. This 0.16- acre parcel, located at 112 Main Street / PWV 0899955, is zoned as B-2 Downtown District. Property Owner and Applicant is Lueth Properties LLC (Chris Lueth, agent/owner).**

Lyons gave a brief overview.

Village Planner Recommendations:

The Village of Pewaukee Plan Commission Approves the sign setback reduction to 2' for American Family Insurance for the property located at 112 Main Street, subject to the following conditions:

1. Any conditions made by the Plan Commission at their meeting of June 2025, as noted in the minutes.

2. That any additional required permits be obtained prior to erection of monument signage.
3. That any additional signage improvements obtain zoning approval and building inspector approval prior to being permitted through the Village Hall Staff.

Comm. Liebert motioned/seconded by Trustee Rohde to approve the sign set back reduction to 2 feet for American Family Insurance for the property located at the 112 Main St, subject to the conditions presented by staff.

Motion Carried 6-0.

- b. Review, discussion and possible action to allow a new duplex on Lot 21 Majeskie Acres. This 0.28-acre parcel, located on the north side of Hillwood Blvd approximately 80' west of the intersection of Hillwood Blvd and Zachary Ct. / PWV 0902158, is zoned as R-6 Plex District. Property Owner and Applicant is Michael Kreitzer.**

Lyons gave a brief overview.

Village Planner Recommendations:

The Village of Pewaukee Plan Commission Approves a duplex for the property located at Lot 21 Majeskie Acres / PWV 0902158, subject to the following conditions:

1. Any conditions made by the Plan Commission at their meeting of June 2025, as noted in the minutes.
2. 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.
3. 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.
4. 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.
5. 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.

6. The Petitioner and/or Property Owner shall obtain the appropriate permits from the Village of Pewaukee.
7. The Petitioner and/or Property Owner shall, on demand, reimburse the Village of Pewaukee for all costs and expenses of any type incurred by the Village in connection with the review and approval of this application, including, but not limited to, the cost of professional services incurred by the Village for the review and preparation of required documents, attendance at meetings or other related professional services as well as to enforce the conditions in this approval due to a violation of these conditions

Comm. Liebert motioned/seconded by Comm. Belt to approve a duplex for the property located at Lot 21 Majeskie Acres / PWV 0902158, subject to all the conditions presented by staff.

Motion Carried 6-0.

- c. **Review, discussion, and consultative feedback to applicant Christian Brothers Automotive regarding a concept to construct a 10-bay automobile service use located immediately west of Menards and north of Jilly's Car Wash / PWV 0901984006. The proposed development would be part of this 38.72-acre, B-1 Community Business District with a Planned Unit Development Overlay and C-2 Conservancy District split zoned property is owned by Meadow Creek Limited Partnership.**

Lyons gave an overview of the project and what is required.

Discussion was held by the commission regarding parking stalls and overflow parking in the area.

Ashley Zabel, Civil Engineer with Progressive Companies (present on behalf of Christian Brothers Automotive) – Responded to commissioner's questions and explained the design behind their number of parking stalls and how the business functions when it comes to customer parking at their other locations.

Discussion between the Commission and Zabel followed.

- d. **Review, discussion and possible action to scheduling a special meeting of the Plan Commission.**

Heiser gave an overview of this item. Discussion was held to determine a date.

Comm. Belt motioned/seconded by Comm. Jelacic to approve the special meeting of the Plan Commission on Tuesday, July 1st at 5:00 p.m. for CrossFit Rohkeus.

Motion Carried 6-0.

7. Citizen Comments – No comments.

8. Adjournment

Comm. Liebert motioned/seconded by Trustee Rohde to adjourn the June 12, 2025, Regular Plan Commission meeting at approximately 6:24 p.m.

Motion carried 6-0.

Respectfully submitted,

Mackenzie Quigley
Deputy Clerk

DRAFT

TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator, Jenna Peter - Clerk
FROM: Mark Lyons, Planning Consultant
RPT DATE: June 24, 2025
MTG DATE: July 1, 2025
RE: CrossFit Rohkeus – Conditional Use Request and Business Plan of Operations

BACKGROUND:

1. Petitioner: CrossFit Rohkeus – Kasey Seiske
2. Property Owner: Smart Asset Management, LLC
3. Location/Address: 1343 E. Wisconsin Avenue, Suite 100 & 101
4. Tax Key Number: PWV 0921996006 & 0921996005
5. Area: ~5.2 AC
6. Existing Zoning: B-5 Light Industrial District
7. Proposed Zoning: N/A
8. Future Land Use: Industrial – Business Park
9. Proposed Future Land Use: Health Club

OVERVIEW:

The Petitioners are requesting approval of a Conditional Use to occupy Unit 100 & 101 of the property referenced above. The petitioner was previously located outside the Village of Pewaukee. A CrossFit gym is categorized as a health club land use and a Conditional Use approval is required for a Health Club in the B-5 Light Industrial zoning district. No site modification are proposed as part of the new use.

SUBMITTAL:

The enclosed submittal includes the Conditional Use Grant application and GIS map of the subject area.

PLANNER COMMENTS:

The petitioner originally submitted for a Business Plan of Operation and after review, it was determined a Conditional Use Grant was required with in the B-5 District. There are no substantial changes proposed to the exterior or interior of the building as part of this request.

1. **Zoning Requirements:** The proposed health club use is within an existing building and regulated as a CUG under the B-5 Light Industrial Zoning District. The proposed use is compatible with other uses in the multi-tenant building and should not have an adverse impact on adjoining uses.
2. **Plan of Operations:** The applicant is proposing to utilize the building with minimal or no changes. Additional information regarding the plan of operation is found below.

Employees: The applicant has indicated 2 full-time employees will work at this location.

Hours of Operation: Hours of operation are Monday-Friday 5am-6:30pm, Saturdays 6:30am-9:30am and Sunday 10:30am-12:00pm.

Traffic: The applicant anticipates 70-100 customers per day. Sufficient parking exists on both side of the building.

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 and Business Plan of Operation for CrossFit Rohkeus for the property located at **1343 E. Wisconsin Avenue, Suite 100 & 101**, subject to the following conditions:

1. That all conditions made by the Plan Commission at their meeting of July 1, 2025 are met.
2. This approval is subject to the Petitioner complying at all times with the plans and documents presented to the Village of Pewaukee Plan Commission.
3. 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.
4. 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.
5. 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.
6. This approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new 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.
7. 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.
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



1343 E. Wisconsin Suite 100 & 101



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

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

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.



SCALE: 1 = 399'

Print Date: 6/24/2025



CONDITIONAL USE GRANT APPLICATION FORM

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

PROPERTY / PROPERTY OWNER INFORMATION

Property Address: 1343 E. Wisconsin Avenue, STE 100 & 101, Pewaukee, WI 53072 Tax Key: PWV

Property Owner Name: Smart Asset Management, LLC Zoning of Property:

APPLICANT INFORMATION

Applicant Name: Kasey Seiske Applicant Phone #: 262-271-2380

Applicant Address: N8034 Preserve Park Drive, Ixonia, WI, 53036 Applicant Email:

Applicant Email: kasey@crossfitrohkeus.com

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

Business Name, If applicable: NK FIT, LLC dba CrossFit Rohkeus

FEIN, if applicable: 92-0947855

Description of Proposed Use (Restaurant/Retail/Office) We are looking to use the space to operate a CrossFit gym.

The structure of the building does not change as all of our flooring, equipment, and materials are free standing and moveable.

The intended use of the space is to provide an open area for us to conduct CrossFit classes throughout the day. Classes are conducted under the direct supervision of a certified CrossFit trainer through CrossFit, LLC.

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.

Smart Asset Management, LLC

Property Owner Printed Name

Signed by:

Braden Grimord

3CDCA7D8B5FF4E3...

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.

Kasey Seiske

Applicant's Printed Name

Signed by:

Kasey Seiske

8A45EF47DEAF486...

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.



PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

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

PROPERTY INFORMATION

☐

Property Address: 1343 E. Wisconsin Avenue, STE 100 and 101, Pewaukee, WI, 53072 Key: PWV

Property Owner's Name: Smart Asset Management, LLC Phone Number: 262-232-8738

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

☐

Business Name: NK FIT, LLC dba CrossFit Rohkeus FEIN: 92-0947855

Person Responsible for Payment / Business Contact Name: Kasey Seiske

Mailing Address: N8034 Preserve Park Drive, Ixonia, WI, 53072

Responsible Party / Contact Phone Number: 262-271-2380

Responsible Party / Contact Email Address: kasey@crossfitrohkeus.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.

Signed by: Braden Grimord
Property Owner Signature: 3C0CA7D9B3FF4E3... Printed Name: Braden Grimord Date: 6/5/2025

Signed by: Kasey Seiske
Applicant Signature: 0A45EF47DEAF480... Printed Name: Kasey Seiske Date: 5/28/25

For Office Use Only

Staff Initials: _____

Date Received: _____



Business Plan of Operation Application

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

Office use only:

Zoning Admin Approval: _____ Date _____

Planner Approval: _____ Date _____

BUSINESS & PROPERTY

Tax Key No. PWV

FEIN#: _____

Business Name: _____

Current Zoning: _____

Business Address: _____, Pewaukee, WI 53072

Mailing Address: _____

Email: _____

Phone: _____

TENANT INFORMATION

Tenant Name: _____ FEIN#: _____

Mailing Address: _____ Email: _____

List any Special Equipment/Facilities/Requirements we need to know about:

BUSINESS INFORMATION

Description of Business: _____

Type of business: ☐ Retail ☐ Office ☐ Warehouse/Storage ☐ Industrial ☐ Institutional ☐ Wholesale ☐ Other _____

New Use? ☐ YES ☐ NO or Expanded Use? ☐ YES ☐ NO Operation Days and Hours: _____

Maximum Number of Employees: Full-time _____ Part-time _____

Expected Customers per Day: _____ Delivery Trucks per day: _____ Vehicles per day: _____

Available Parking Spaces: _____ Loading Spaces: _____ Overnight Parking: ☐ YES ☐ NO

Outdoor Storage: ☐ YES ☐ NO - If yes, list type: _____

Sewage Disposal: Public Sewer Septic Tank / Storm Water Retention/Detention? ☐ YES ☐ NO

Water Supply by: ☐ Public Water ☐ Main ☐ Private Well ☐ Other

Solid Wase ☐ (garbage) Disposal by: _____

List Where any Flammable Substances are stored: _____

Applicant and Property Owner Signature

Kary Seike Kary Seike
Applicant Signature & Print Name

Kary Seike Kary Seike
& Owner Signature & Print Name

4/22/25

Date

Send to Building Services _____

Send to Clerk _____

Save to Property File _____

Commercial & Industrial businesses are required to fill out the below form. The discharge produced must comply with all conditions of the [City of Brookfield Municipal Code Chapter 13.20](#) at www.cityofbrookfield.com

Notice of Intent to Discharge Wastewater

Business Name: _____

Business Address: _____, Pewaukee, WI 53072

Mailing Address: _____

Company Representative: _____ Title: _____

Phone: _____ Email: _____

Description of business:

Number of Employees: Full-time _____ Part-time _____

Operation Days and Hours: _____ # of Shifts: _____

SIC OR NAICS CODE: _____

Reason for filing survey:

- ☐ Change of occupancy
- ☐ Construction of a new facility
- ☐ Proposing to discharge from a facility where there is currently no discharge or adding a new sewer connection
- ☐ Significantly Altering the volume or characteristics of an existing discharge
- ☐ Applying for reissuance of an existing discharge permit
- ☐ Per request by municipality—discharge ongoing with no expected changes
- ☐ Update previous information

Date when new or altered discharge is expected to begin _____

Estimated sanitary sewer discharge (report gallons/day):

Current:

Proposed:

Process wastewater _____

Sanitary wastewater _____

Cooling water _____

- Note: A review of quarterly water usage bills may be helpful in assigning flow values. Total gal/day (for all uses) = qtr usage (in 1000 gallons) x 1000/# operating days in qtr. This daily total is then distributed into estimated gal/day of process, sanitary, and/or cooling. Process wastewater is any discharge other than sanitary, non-contact cooling or boiler blowdown water. Sanitary flow may be estimated as 20 gal/day/employee.

Use this space to describe the process that will result in the discharge of commercial/industrial process wastewater:

List chemicals/pollutants expected to be present in your discharge:


Describe any wastewater pretreatment and/or facilities to be used:

List toxic organic compounds (solvents, flammable compounds etc:

How are these toxic organic compounds disposed of:

Agreement to Abide

I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.


Authorized Representative Signature

Date

Printed Name

Comments:

Staff comments:



CREATIVITY BEYOND ENGINEERING

DATE: June 19, 2025

TO: Village of Pewaukee Plan Commission

FR: Jake Scholbe, P.E. – Village Consulting Engineer

CC: Matt Heiser – Village Administrator & Jenna Peter - Village Clerk

RE: Quinlan Drive Right-of-Way Vacation

Report

The Village is considering vacating the dedicated right-of-way adjacent to Outlot 2 of the Glen at Pewaukee Lake located along Quinlan Drive.

If the existing right-of-way is vacated it would then be combined with Outlot 2.

There are currently no Village owned utilities, infrastructure, or easements located within the public right of-way to be vacated. Therefore, there are no concerns regarding operation and maintenance of Village infrastructure or drainage concerns by vacating this right-of-way.

Outside of Outlot 2 the existing right-of-way along Quinlan Drive from Wisconsin Avenue to the Kettle Woods subdivision containing Blocks A and B of Quinlan's Addition is 49 feet wide from the original 1891 survey plat. This portion of Quinlan Drive is substandard as compared to current Wisconsin State Statutes where streets within a subdivision shall be at least 60 feet in width.

This right-of-way was dedicated at a width of 11 feet at Outlot 2 to allow Quinlan Drive to be in compliance with Wisconsin State Statutes due to the land division as a part of the Certified Survey Map (CSM) 12148 that was completed in 2021 for the Agape Community Church and Cemetery and the Glen at Pewaukee Lake Subdivision to the east.

If the dedicated right-of-way at Outlot 2 is vacated; in the event any land divisions take place between lots 1-6 of Block A Quinlan's Addition or lots 1-3, 5, and 6 of Block B Quinlan's Addition, right-of-way to the width of 11 feet should be dedicated to the Village to adhere to State Statutes.

Recommendation

Per the discretion of the Plan Commission. The Wisconsin State Statutes should be taken into consideration regarding the decision of the proposed right-of-way vacation at Outlot 2 of the Glen at Pewaukee Lake.

TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator & Jenna Peter - Clerk
FROM: Mark Lyons, Planning Consultant
RPT DATE: June 24, 2025
MTG DATE: July 1, 2025
RE: Quinlan Drive Right-of-Way Vacation

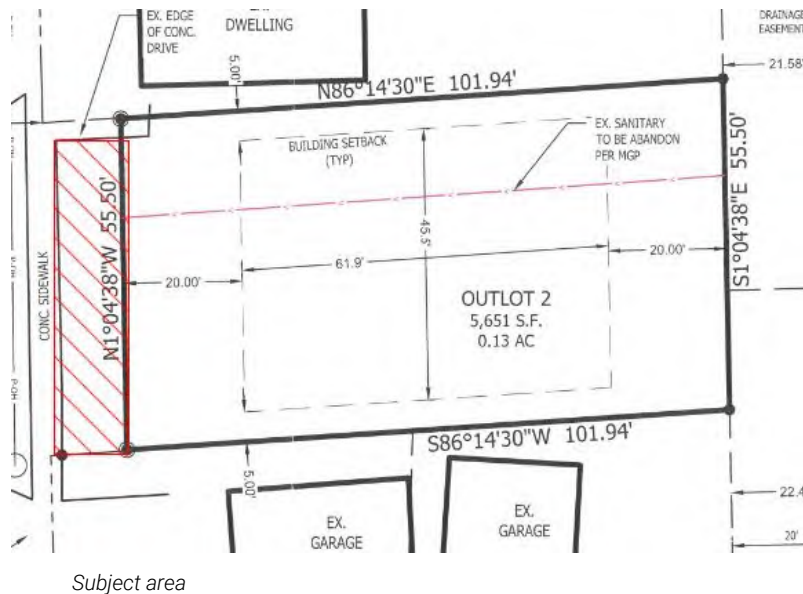
BACKGROUND:

1. Petitioner: Village of Pewaukee
2. Property Owner: Village of Pewaukee
3. Location/Address: East of 319 Quinlan Drive
4. Tax Key Numbers: PWV NA
5. Area: 605 sq. ft. of Right-of-Way
6. Existing Zoning: R-5 Residential Detached District
7. Proposed Zoning: N/A
8. Future Land Use: N/A
9. Proposed Future Land Use: Single Family home

OVERVIEW:

The Village was approached by the property owner of Outlot 2 of The Glen at Pewaukee Lake regarding the potential for vacation of approximately 605 sq. ft. of Quinlan Drive that was dedicated during the plat of The Glen At Pewaukee Lake. Vacation of the subject Right-of-way could be combined with the Outlot to create a parcel sufficient in size to get approval for a new single-family home. The Village reviewed potential options for how a right-of-way vacation could be accomplished. Ultimately, the Village decided to initiate a review for the potential for a vacation of an 11'x55' section of Quinlan Drive.

In order for the Village to vacate right-of-way, the Plan Commission and Public Works & Safety Committee will need to review and recommend to the Village Board. The Plan Commissions review is typically from a land use perspective and how vacation of the subject area may affect the overall land uses of the area.



PLANNER COMMENTS:

In reviewing the subject area, staff notes the area is entirely residential in nature and an additional single-family home may be complimentary with surrounding uses. Outside of the right-of-way in question, the remaining Quinlan right-of-way is 49'. Vacation of the subject area would return the right-of-way in question to the same dimension as the rest of Quinlan Drive. Additionally, staff would note, that per Wisconsin statute streets within a subdivision should include a 60' wide right-of-way, which is why this right-of-way was originally dedicated. However, it is unlikely Quinlan Drive would be widen in the future due to the nature of development that has taken place along Quinlan and large amount of right-of-way acquisition that would be required.

The Village Engineer has also reviewed the subject area and a copy of their report is attached.



Google Street View – 2012

STAFF RECOMMENDATION:

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

The Village of Pewaukee Plan Commission **Recommends Approval to Village Board** for the vacation of right-of-way located on the east side of Quinlan Drive approximately 128' north of the intersection of Quinlan Drive.

EXHIBIT:

- A. GIS Property Location Map
- B. Village Engineers Report
- C. Outlot 2 Exhibit

Quinlan GIS Map



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

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

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.



SCALE: 1" = 51'

Print Date: 6/24/2025

SURVEYOR:

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KKINDRED@SEHINC.COM

SURVEY FOR:

THE GLEN AT PEWAUKEE LAKE LLC

N63W23849 MAIN STREET

SUSSEX, WI. 53089

262-649-6751

EXHIBIT

BEING ALL OF OUTLOT 2 OF THE GLEN AT PEWAUKEE LAKE
BEING A PART OF THE NW 1/4 OF THE NE 1/4 OF
SEC. 8 T.07N., R.19E.,
IN THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

NOTES:
1. UTILITY EASEMENTS SHOWN PER FINAL PLAT--NO TITLE POLICY PROVIDED
2. THIS SURVEY IS SUBJECT TO ALL RESTRICTIONS AND NOTES SHOWN ON THE GLEN AT PEWAUKEE LAKE,
3. PENALTY FOR DISTURBING LOT CORNER MONUMENTS \$250.00 OR UP TO 1 YEAR IMPRISONMENT PER SS. 236.32(2)
4. EXPOSE SANITARY SEWER LATERAL PRIOR TO CONSTRUCTION TO VERIFY GRAVITY FLOW FROM BASEMENT

- LEGEND
- - 1" IRON PIPE FOUND
- ⦿

- 2" IRON PIPE FOUND
- - UTILITY BOX
- ⊙

- HYDRANT
- ▨

- STORM INLET
- ⊙

- MANHOLE

