



PLAN COMMISSION AGENDA

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

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

1. Call to Order, Roll Call, Pledge of Allegiance, & Moment of Silence.
2. Public Hearings.
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 – May 8, 2025
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).
 - 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.
 - 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.
 - d. Review, discussion and possible action to scheduling a special meeting of the Plan Commission.

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 5, 2025

**Plan Commission Meeting
May 8, 2025 – 6:00 pm
Village Hall
235 Hickory Street, Pewaukee, WI 53072**

<https://www.youtube.com/watch?v=4Kt5B0-qKmo>

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. Brian Belt; Trustee Bob Rohde; and President Jeff Knutson.

Excused: Comm. Mark Grabowski and Comm. Sam Liebert.

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

2. Public Hearings –

- a. Conditional Use Grant request by the Village of Pewaukee, to establish an expanded lift station within railroad right-of-way located north of 512 Kopmeier Drive. Public and/or Private utility use is only permissible through the issuance of a Conditional Use Grant (Section 40.204(2)). Railroad right-of-way is owned/operated by CPKC and is zoned R-5 Residential Detached District.**

Patti Tiefenthaler @ 508 Kopmeier Dr. – stated that right across from the proposed location, is a dead-end street with less traffic and without people already paying higher taxes from living on the lake. Patti explained she is unsure why it couldn't be located on the dead-end street instead.

Melvin Dengel @ 512 Kopmeier Dr. – same complaint as Patti. Melvin stated that there is more room on the other side of the railroad tracks since it is a dead-end street. He is unsure why it can't be located there.

3. Citizen Comments – No comments.

4. Approval of the Minutes

- a. Regular Plan Commission Meeting – April 10, 2025.**

Trustee Rohde motioned/seconded by Comm. Hoff to approve the April 10, 2025, Regular Plan Commission Meeting minutes as presented.

Motion carried 5-0

5. Old Business

- a. None**

6. New Business

- a. **Review, discussion, and possible action on a Conditional Use Grant request by the Village of Pewaukee, to establish an expanded lift station within railroad right-of-way located north of 512 Kopmeier Drive. Public and/or Private utility use is only permissible through the issuance of a Conditional Use Grant (Section 40.204(2)). Railroad right-of-way is owned/operated by CPKC and is zoned R-5 Residential Detached District.**

Planner Lyons gave an overview of the project and passed around siding/shingle materials from DPW for Commission recommendations.

Administrator Heiser joined in to explain the pump station is proposed at 512 Kopmeier due to financial and engineering concerns.

Discussion was held by the Commission.

Village Planner Recommendations:

The Village of Pewaukee Plan Commission Approves the Conditional Use Request for a lift station on CPKC railroad right-of-way, subject to the following conditions:

1. Any conditions made by the Plan Commission at their meeting of May 2025.
2. Full execution and recording of the Conditional Use Grant prior to beginning construction.
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. Fire department approval following review to ensure any additional fire access requirements for the parking lot as proposed is required prior to building occupancy.
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.

Comm. Belt motioned/seconded by Comm. Hoff to approve the Conditional Use Grant to approve the new lift pump station with Staff recommendations, with the siding and shingle color decision to be made by staff.

Motion Carried 5-0.

- b. Review, discussion and possible recommendation to the Village Board on granting a 6' wide electrical easement to Wisconsin Electric Power Company on property commonly known as River Hills Park located on the east side of Riverside Drive and south of its intersection with Waterstone Court. PWV: 0925100 and is zoned FC Floodplain Conservancy District.

Lyons gave an overview. Discussion followed.

Trustee Rohde motioned/seconded by Comm. Hoff to recommend to the Village Board approval of the easement for Wisconsin Electric at River Hills Park.

Motion Carried 5-0.

- c. Review, discussion and possible recommendation to the Village Board on an ordinance amending section 40.419(e)(1) of the Municipal Code of the Village of Pewaukee revising offsets for accessory structures.

Lyons gave an overview of the revisions.

Trustee Rohde motioned/seconded by Comm. Belt to recommend to the Village Board approval of the Village of Pewaukee Zoning Ordinance amendments as presented.

Motion Carried 5-0.

- d. Review, discussion, and possible recommendation to the Village Board on an ordinance which, in part, amends Section 40.132(a) and 40.482(a) of the Municipal Code of the Village of

Pewaukee regarding per diem for citizen board, commission, and committee members (Board of Zoning Appeals and Historic Preservation Commission).

Heiser and Attorney Gralinski gave an overview.

Discussion was held by the Commission.

Trustee Rohde motioned/seconded by Comm. Hoff to recommend approval of Ordinance 2025-04 to the Village Board as it pertains to the Board of Zoning Appeals and the Historic Preservation Commission.

Motion Carried 5-0.

- e. Review, discussion and possible recommendation to the Village Board on a Sanitary Sewer Lateral Assignment and Assumption Agreement and Permanent Easement with WCTC regarding property located at 800 Main Street, PWV 0925999.**

Heiser gave an overview of what this project entails. Filters will be installed and rinsed once a week – this wastewater needs a place to go.

Discussion was held by the Commission.

Comm. Belt motioned/seconded by Comm. Jelacic to recommend approval to the Village Board for the assumption agreement and easement for WCTC regarding the property at 800 Main St.

Motion Carried 5-0.

7. Citizen Comments –

Patti Tiefenthaler @ 508 Kopmeier Dr. – Shared her concerns about the proposed material warranties and the increased size of the pump station.

8. Adjournment

Comm. Hoff motioned/seconded by Comm. Jelacic to adjourn the May 8, 2025, Regular Plan Commission meeting at approximately 6:34 p.m.

Motion carried 5-0.

Respectfully submitted,

Mackenzie Quigley
Deputy Clerk

TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator & Jenna Peter - Clerk
FROM: Mark Lyons, Planning Consultant
RPT DATE: June 5, 2025
MTG DATE: June 12, 2025
RE: American Family Insurance – Sign Code Waiver

BACKGROUND:

1. Petitioner: Chris Lueth, American Family Insurance
2. Property Owner: Lueth Properties, LLC
3. Location/Address: 112 Main Street
4. Tax Key Numbers: PWV 0899955
5. Area: ~0.16 AC total
6. Existing Zoning: B-2 Downtown District
7. Proposed Zoning: N/A
8. Future Land Use: N/A
9. Proposed Future Land Use: N/A

OVERVIEW:

The Petitioners are requesting approval of a Sign Code Waiver to allow a 12. Sq. ft. monument sign with a 2' street setback. The proposed sign would be located along the properties Main St. Frontage.

The proposed monument sign does not comply with the ordinances required 10' setback abutting a street and the applicant is requesting planning commission approval a setback reduction through provisions specified in the Village of Pewaukee zoning code section 70.115.

SUBMITTAL:

The enclosed submittal includes the application and sign location image.

PLANNER COMMENTS:

Staff finds the requested sign does in fact does not meet the requirements of Chapter 70 and therefore, a waiver request through the Plan Commission is warranted.

Section 70/114(a) – Location standards states:

In any zoning district, no sign or sign supporting structure shall be setback/offset less than ten feet from any abutting lot line, right-of-way or driveway.

In reviewing the applicants proposed location the applicant is limited in viable sign locations. The subject site likely does not have a location along Main St. that could comply with the required 10' setback. The

proposed 2' setback would place the sign behind a newly proposed retaining wall and would not conflict with any clear vision requirements.



Oakton Ave
Google Street View - 2024



Applicants proposed mockup

STAFF RECOMMENDATION:

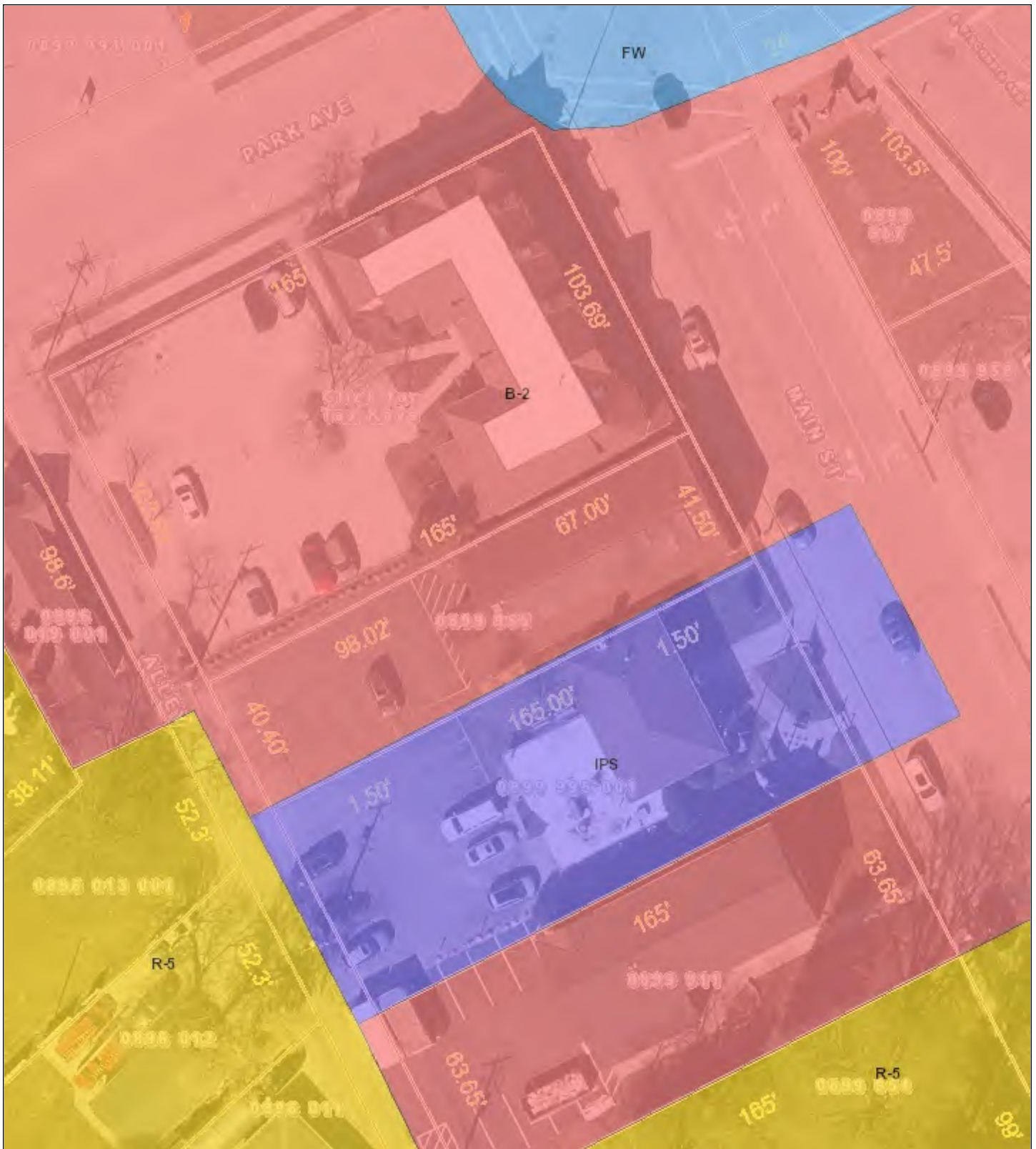
Depending on confirmation by the Village of Pewaukee Plan Commission of the above-described comments, the Village of Pewaukee Plan Commission may take the following actions listed below.

The Village of Pewaukee Plan Commission **Approves** the sign 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.

EXHIBIT:

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



American Family GIS Map

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.



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



SCALE: 1 = 41'

Print Date: 6/5/2025

RECEIVED

APR 24 2025

Rev.
8/1/24

PLAN COMMISSION MISCELLANEOUS APPLICATION

No Application Fee for Miscellaneous Services
Due approximately 4 weeks prior to meeting date

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

PROPERTY / PROPERTY OWNER INFORMATION

Property Address: 112 Main St. Tax Key: PWV 0899 955
 Zoning of Property: office Property Owner Name: Chris Lueh DBA Lueh Properties LLC
 Property Owner Email: clueh@amfam.com Property Owner Phone #: 262-695-1981

APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Applicant Name: _____ Applicant Phone #: cell 262-617-9604
 Applicant Address: _____
 Applicant Email: _____

TYPE OF REQUEST: CHECK ALL THAT APPLY

- ☐ Sign Plan Approval
 ☐ Preliminary Plat Approval
☐ Final Plat Approval
 ☐ Developer's Agreement
☐ Certified Survey Map
☒ Other (Describe) Sign code waiver

SIGNATURES

Application will not be processed without a completed Professional Services Agreement.

This signature authorizes the Village of Pewaukee to process the consultation 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.

Signature of Current Property Owner: [Signature] Date: 4/24/2025
 Signature of Applicant: [Signature] Date: 4/24/2025

DIRECTIONS

Please include the following required items with this 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.
- One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email) ☐
- Completed Professional Services Reimbursement Form. ☐

For Office Use Only

Staff Initials: _____

Date/Time Received: _____



PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

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

PROPERTY INFORMATION ☐

Property Address: 112 Main St. Tax Key: PWV 0899 955
 Property Owner's Name: Chris Lueth Phone Number: _____
DBA Lueth Properties LLC

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

Business Name: Lueth Properties, LLC FEIN: 55 391-70-9996
 Person Responsible for Payment / Business Contact Name: Chris Lueth
 Mailing Address: 112 Main St. Pewaukee, WI 53072
 Responsible Party / Contact Phone Number: Chris Lueth 262-617-9604
 Responsible Party / Contact Email Address: _____

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: Chris Lueth Date: 4/24/2025

Applicant Signature: [Signature] Printed Name: Chris Lueth Date: 4/24/2025

For Office Use Only

Staff Initials: _____

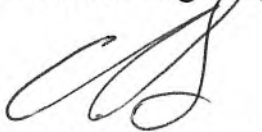
Date Received: _____

April 24, 2025

Dear Village Trustees and Village officials:

Attached is a request for a sign code waiver. We are doing a complete enhancement of the front of my building, Lueth Properties LLC and taking advantage of the loan program thru Bank Five Nine. We are replacing the stone in front with LP smart siding, adding some dimension to the front along with some decorative windows to bring the building up to date and look much more appealing. We are replacing the side on the side of the building with a monument sign, please see attached print example. We will also be replacing the old timber retaining wall with decorative landscape block which will also be the foundation for the monument sign, not currently in picture. I look forward to this project to help enhance the look of the downtown village of Pewaukee.

Warmest Regards,

A handwritten signature in black ink, appearing to be 'CL' or 'Chris Lueth', written in a cursive style.

Lueth Properties LLC
Chris Lueth, member



MOCK UP



TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator & Jenna Peter - Clerk
FROM: Mark Lyons, Planning Consultant
RPT DATE: June 5, 2025
MTG DATE: June 12, 2025
RE: Lot 21 Majeskie Acres – New Duplex review

BACKGROUND:

1. Petitioner: Michael Kreitzer
2. Property Owner: Michael Kreitzer
3. Location/Address: Lot 21 Majeskie Acres, north side of Hillwood Blvd approximately 80' west of the intersection of Hillwood Blvd and Zachary Ct.
4. Tax Key Numbers: PWV 0902158
5. Area: ~0.28 AC total
6. Existing Zoning: R-6 Plex District
7. Proposed Zoning: N/A
8. Future Land Use: N/A
9. Proposed Future Land Use: N/A

OVERVIEW:

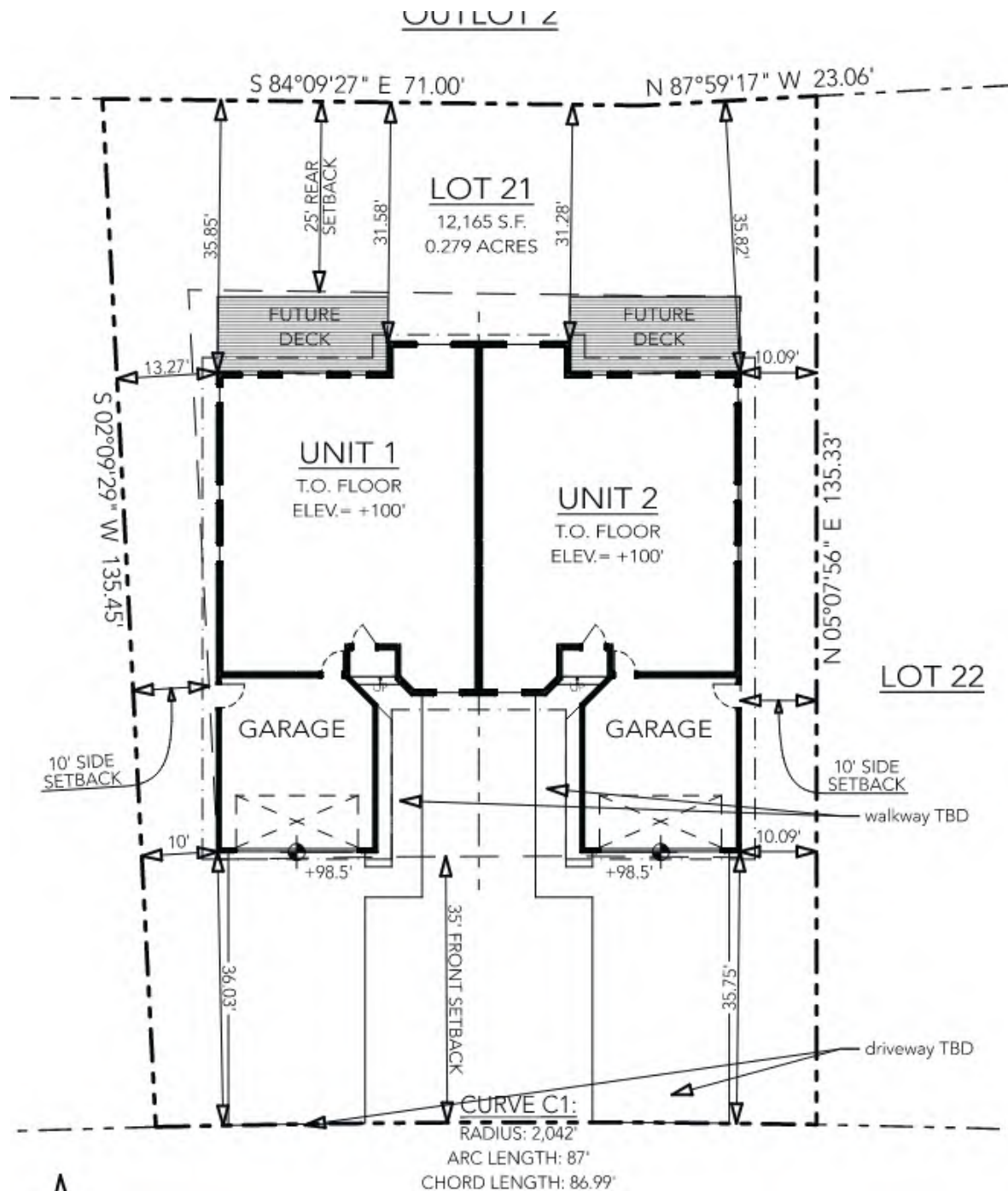
The Petitioners are requesting approval to construct a new side by side infill duplex on the above reference parcel. The subject site appears to be the only remaining vacant parcel within Majeski Acres subdivision. Further, the applicant is the original developer of the surrounding area. The R-6 Plex District is intended for medium density residential development.

PLANNER COMMENTS:

Section 40.212 – Permitted Uses in R-6 states that Plan Commission shall approve building and site plans within the district and residential buildings shall be in groups of at least two dwellings.

The proposed duplex is consistent with the development of the immediate area. The lots adjacent to the east and west contain duplexes as well as a lot immediately across Hillwood Blvd. from the subject site. Approximately 10 duplexes existing along the stretch of Hillwood Blvd. between Majeskie Drive and Jonathan Drive.

The proposed development appears to meet all development standards of the R-6 district, including building setbacks and offsets, dwelling standards and building height. A copy of the proposed site plan is shown below.



Proposed Site Plan

Section 40.436 outlines the required residential design requirements for the Village. The proposed development appears to satisfy these requirements and building elevations are included for Plan Commission review and consideration.



The enclosed submittal includes the application, site plan, building elevations and floor plans.

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.

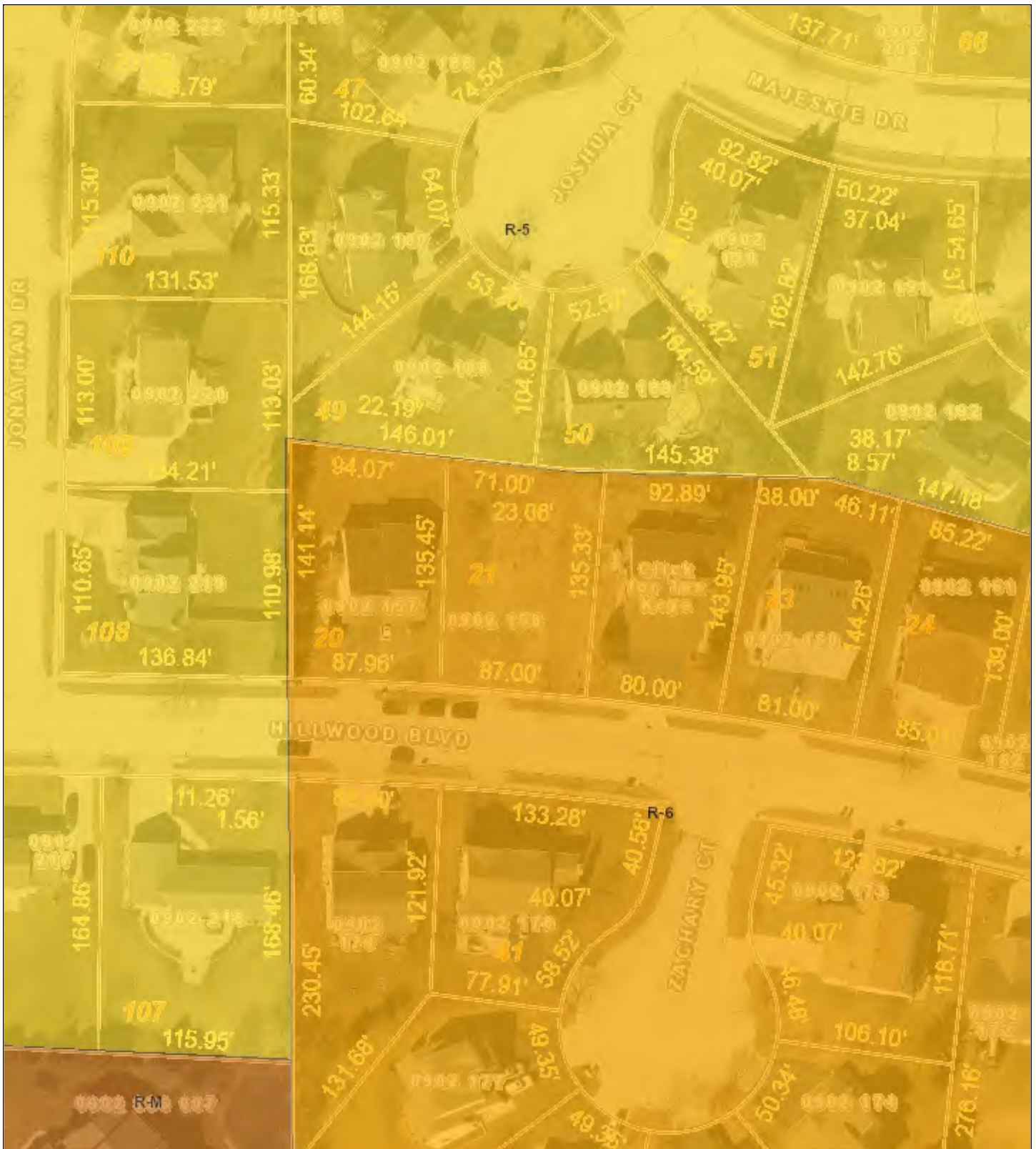
1. Any conditions made by the Plan Commission at their meeting of June 2025, as noted in the minutes.
2. The Petitioner shall satisfy all comments, conditions, and concerns of the Village of Pewaukee Plan Commission and Board, Village Engineer and Village Planner for the site plan, and other documentation.
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.

EXHIBIT:

- A. GIS Property Location Map
- B. Petitioner Application
- C. Duplex Documents



Lot 21 Majeskie Acres



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

DISCLAIMER:

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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 = 81'

Print Date: 6/5/2025



PLAN COMMISSION MISCELLANEOUS APPLICATION

No Application Fee for Miscellaneous Services
Due approximately 4 weeks prior to meeting date

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

PROPERTY / PROPERTY OWNER INFORMATION

Property Address: HILLWOOD BLVD. PEWAUKEE Tax Key: PWV _____
Zoning of Property: 2. FAMILY Property Owner Name: 262.370.9070
Property Owner Email: MB KREITZER @ GMAIL.COM Property Owner Phone #: 262-370-9070

APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Applicant Name: _____ Applicant Phone #: _____
Applicant Address: _____
Applicant Email: _____

TYPE OF REQUEST: CHECK ALL THAT APPLY

- ☐ Sign Plan Approval ☐ Preliminary Plat Approval
☐ Final Plat Approval ☐ Developer's Agreement
☐ Certified Survey Map
☐ Other (Describe) _____

SIGNATURES

Application will not be processed without a completed Professional Services Agreement.

This signature authorizes the Village of Pewaukee to process the consultation 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.

Signature of Current Property Owner: Michael J Kreitzer Date: 4-28-25
Signature of Applicant: Michael J Kreitzer Date: 4-28-25

DIRECTIONS

Please include the following required items with this 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.
- One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email) ☐
- Completed Professional Services Reimbursement Form. ☐

For Office Use Only

Staff Initials: [Signature]

Date/Time Received: _____

RECEIVED

APR 28 2025



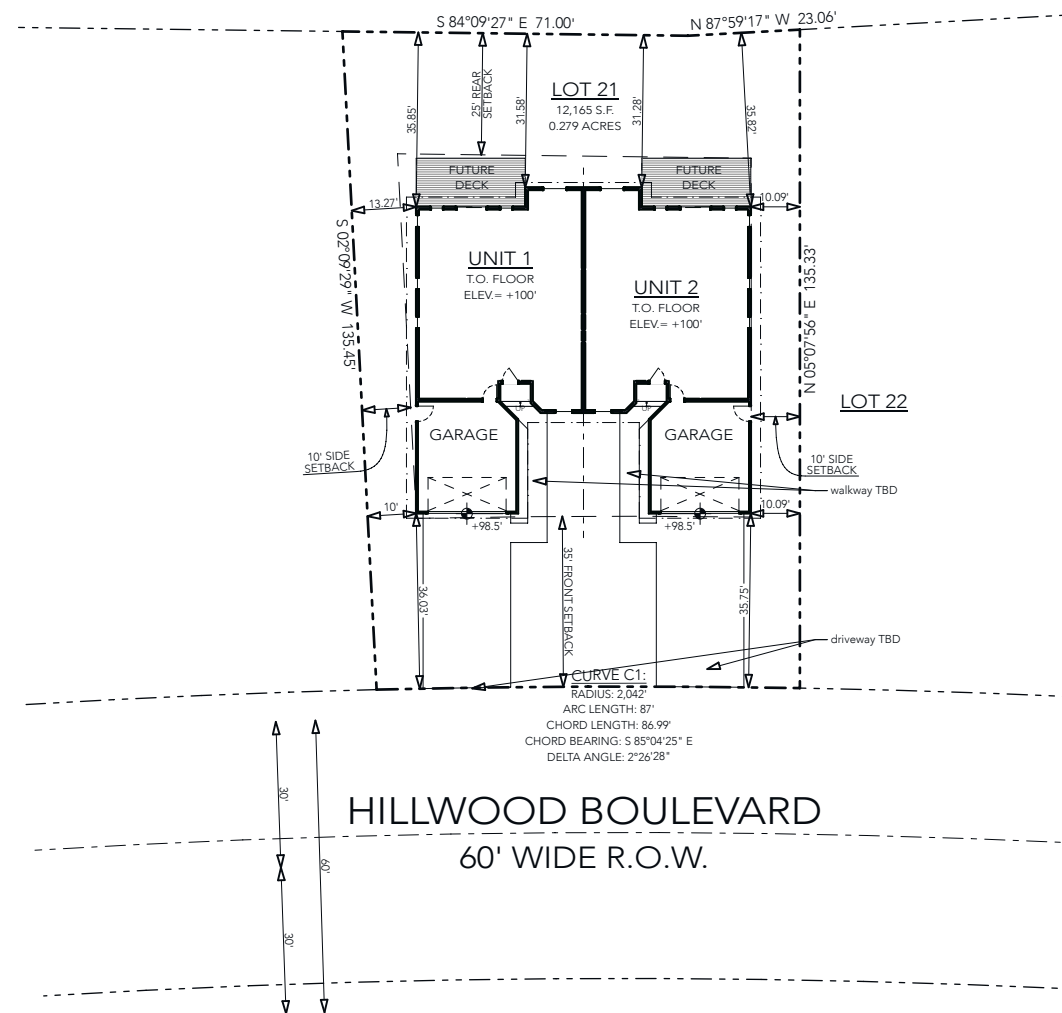
FRONT PERSPECTIVE VIEW

SCALE: 1:36.01



*Perspective images may vary from construction documents.

OUTLOT 2



SITE PLAN

SCALE: 1" = 20'



LOCATION MAP

NOT TO SCALE



SITE PLAN KEY

PROPERTY LINE
SETBACK LINE
EXISTING CONTOUR
EXISTING 5' CONTOUR
PROPOSED CONTOUR
PROPOSED 5' CONTOUR
EXISTING DRIVE/TRAIL
PROPOSED DRIVE/TRAIL
CENTERLINE

EXISTING TREE
TO BE REMOVED

EXISTING TREE
TO BE REMAIN



GENERAL NOTES

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT ALL WORK AND CONSTRUCTION MEETS ALL CURRENT FEDERAL, STATE AND LOCAL CODES, ORDINANCES AND REGULATIONS, ETC. WHICH SHALL BE CONSIDERED AS PART OF THE SPECIFICATIONS OF THIS BUILDING AND SHALL BE ADHERED TO EVEN IF THEY ARE IN VARIANCE WITH THE PLAN.
2. THE INFORMATION CONTAINED WITHIN THESE CONSTRUCTION DOCUMENTS IS ISSUED TO SHOW DESIGN INTENT AND BASIC FRAMING DETAILS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE STANDARD CONSTRUCTION DETAILING AND PRACTICES WHICH WILL PROVIDE A STRUCTURALLY SOUND AND WEATHER-PROOFED FINISHED PRODUCT. THE CONTRACTOR SHALL NOTIFY THE DESIGNER OF ANY DISCREPANCIES OR PROBLEMS OBSERVED OR PERCEIVED PRIOR TO STARTING CONSTRUCTION OF SUCH.
3. ALL NECESSARY PERMITS SHALL BE PROCURED BY THE CONTRACTOR
4. THE SURVEY IS TO BE SUPPLIED BY THE OWNER AND SHALL INCLUDE ADEQUATE INFORMATION NECESSARY TO ACQUIRE THE BUILDING PERMIT.
5. THE ARCHITECT ASSUMES NO RESPONSIBILITY FOR CONSTRUCTION NOT CONFORMING WITH THESE PLANS, NOR RESPONSIBILITY FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES, OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK. THERE ARE NO WARRANTIES NOR ANY MERCHANTABILITY OF FITNESS FOR A SPECIFIC USE EXPRESSED OR IMPLIED IN THE USE OF THESE PLANS.
6. COPYRIGHT 2024. REPRODUCTION OF THESE PLANS, IN ANY FORM, WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT OR DESIGNER, IS PROHIBITED.

AREA TOTALS			
	CATEGORY	STORY	TOTALS (S.F.)
UNIT 2			
	1. FINISHED	T.O. FIRST FLOOR	1,423.25
	2. UNFINISHED	T.O. BASEMENT	1,429.16
	3. GARAGE	T.O. FIRST FLOOR	474.36
	4. EXTERIOR	T.O. FIRST FLOOR	224.17
			3,550.94 ft²
UNIT 1			
	1. FINISHED	T.O. FIRST FLOOR	1,423.25
	2. UNFINISHED	T.O. BASEMENT	1,429.16
	3. GARAGE	T.O. FIRST FLOOR	474.36
	4. EXTERIOR	T.O. FIRST FLOOR	224.17
			3,550.94 ft²
			7,101.88 ft²

SHEET INDEX

ID	NAME
A0.0	COVER SHEET
A1.1	1/4" BASEMENT PLAN & DOOR/WINDOW SCHEDULES
A1.2	1/4" FIRST FLOOR PLAN & DOOR/WINDOW SCHEDULES
A2.1	EXTERIOR ELEVATIONS
A2.2	EXTERIOR ELEVATIONS
A3.1	BUILDING SECTIONS
A4.1	WALL SECTIONS & DETAILS
E1.1	1/4" FIRST FLOOR ELECTRICAL PLAN

LEGAL DESCRIPTION

LOT 21, MAJESKIE ACRES BEING A SUBDIVISION OF A PART OF THE SOUTHEAST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 3 AND A PART OF THE NORTHEAST 1/4, SOUTHEAST 1/4, NORTHWEST 1/4, AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 10, ALL IN TOWN 7 NORTH, RANGE 19 EAST, AND A REDIVISION OF PARCEL 2 OF CERTIFIED SURVEY MAP NUMBER 7957 NI THE VILLAGE OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN.

SITE PLAN IS BASED ON A SURVEY BY:
LAND TECH SURVEYING
DATED: 07/25/24

PROPERTY INFORMATION

LOT ZONING:	R-6 PLEX RESIDENTIAL ZONING DISTRICT
MINIMUM LOT AREA:	43,560 S.F. (1 ACRE)
LOT AREA:	12,165 S.F. (0.279 ACRE)
MAXIMUM DENSITY:	8 UNITS PER ACRE (0.25 ACRE PER UNIT)
LOT DENSITY:	2 UNITS PER ACRE (0.14 ACRE PER UNIT)
MINIMUM AVERAGE LOT WIDTH:	150'
AVERAGE LOT WIDTH:	90.5'
MINIMUM FRONT/STREET SETBACK:	35'
PROPOSED FRONT/STREET SETBACK:	41.75'
MINIMUM SIDE SETBACK:	10'
PROPOSED SIDE SETBACK:	10.11'
MINIMUM REAR SETBACK:	25'
PROPOSED REAR SETBACK:	25.28'
MINIMUM FLOOR AREA:	950 S.F. (2 BEDROOM UNIT)
PROPOSED FLOOR AREA:	1,426.6 S.F. (2 BEDROOM UNIT)
MAXIMUM BUILDING HEIGHT:	45'
PROPOSED BUILDING HEIGHT:	±21'
NOTES:	

KREITZER RESIDENCE
PROJECT #10606
LOT 21 HILLWOOD BLVD.
PEWAUKEE, WISCONSIN 53072

ISSUED FOR
CONSTRUCTION

[illegible]

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office@genesisarchitecture.com

9/4/24

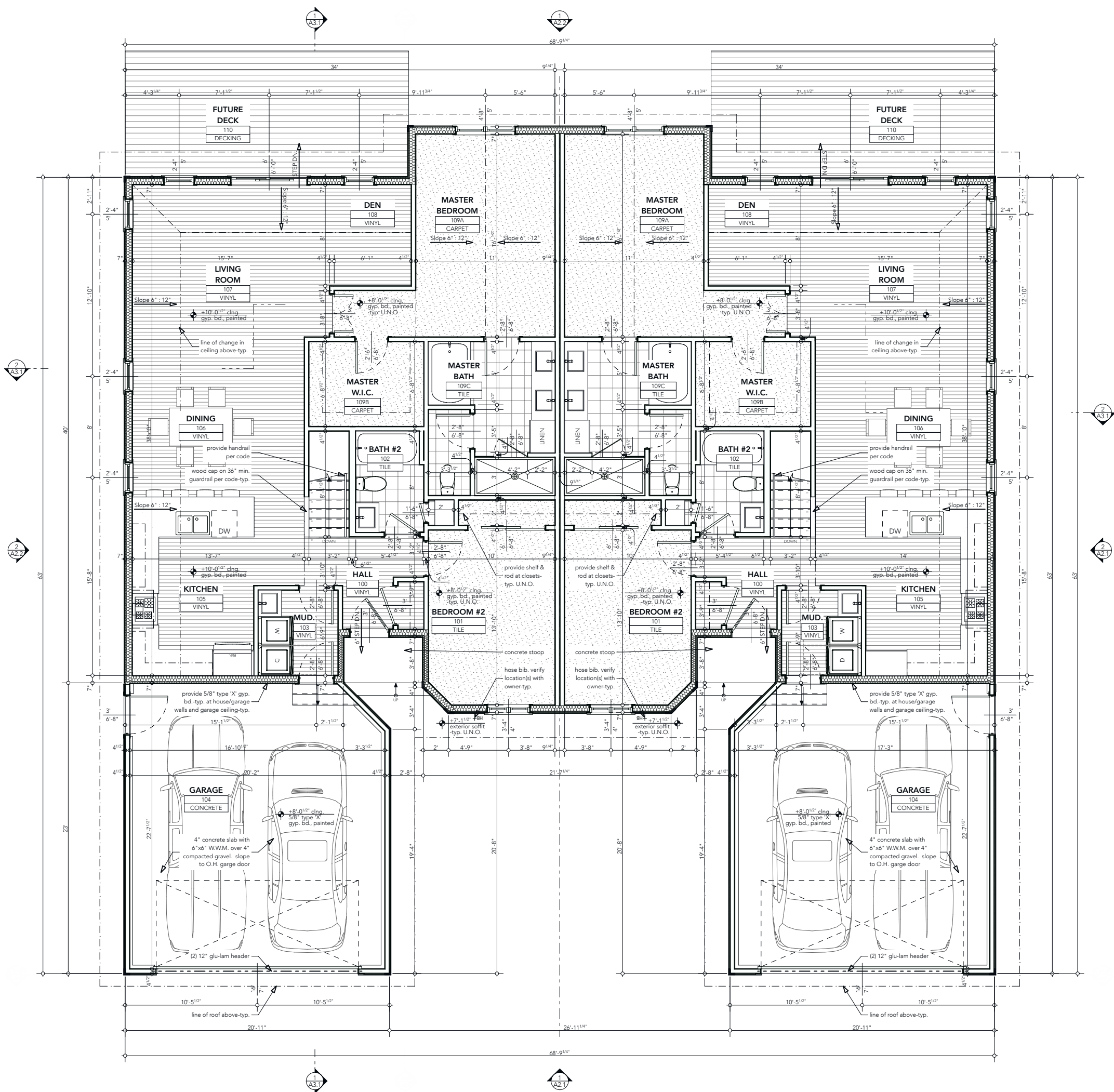
A0.0

SHEET 1 OF 8

SHEET 2 OF 8

1. ALL FOOTINGS SHALL REST ON VIRGIN, UNDISTURBED SOIL.
2. ASSUMED SOIL SHALL BE SAND OR GRAVEL, WITH MINIMUM TRACES OF DRY CLAY, WITH A MINIMUM BEARING CAPACITY OF 2000 LBS/SQ.FT.
3. UNLESS OTHERWISE NOTED, ALL SLABS ON GRADE SHALL BE 4,000 P.S.I. (28 DAY COMPRESSIVE STRENGTH) CONCRETE ON 4" COMPACTED GRAVEL FILL MINIMUM WITH 6x6-W1 4x1.4 WWM FINISHING. INTERIOR SLABS SHALL BE PLACED ON CONCRETE RATED VAPOR BARRIER.
4. PROVIDE 1/2" EXPANSION JOINT MATERIAL BETWEEN ALL CONCRETE SLABS ON ABUTTING CONCRETE OF MASONRY WALLS OCCURRING IN EXTERIOR OR UNHEATED INTERIOR AREAS.
5. PLACE 1/2" DIAMETER X 10" SILL PLATE ANCHOR BOLTS AT EACH VERTICAL REBAR (WHERE OCCURRING) OR AT 4'-0" ON CENTER AND 12" FROM EACH CORNER MAXIMUM AND BOTH SIDES OF OPENINGS.
6. FOOTING SIZES SHOWN ARE ONLY TYPICAL FOR STATED SOIL PRESSURES AND CONTINENT COMPACTION, COMPARE WITH ACTUAL SOIL PRESSURES. USE WHICHEVER IS MORE RESTRICTIVE.
7. CONTRACTOR TO VERIFY FOOTING DEPTHS WITH LOCAL FROST REQUIREMENTS OR EXISTING SOIL CONDITIONS; WHICHEVER IS MORE RESTRICTIVE.
8. PROVIDE TERMITE PROTECTION AS REQUIRED BY LOCAL CODES.
9. PROVIDE DEEP SCORE CONTROL JOINTS AT MIDPOINTS OF ALL GARAGES, BOTH DIRECTIONS MIN. OR AS SHOWN IN PLAN IF DIFFERENT.
10. FOLLOW DIMENSIONS ON FIRST FLOOR PLAN. INTERIOR DIMENSIONS ARE TO THE FINISH. EXTERIOR DIMENSIONS ARE FROM THE OUTSIDE FACE OF THE SHEATHING WHERE OCCURRING AND TO THE OUTSIDE FACE OF THE CONCRETE WHERE OCCURRING.
11. CONTRACTOR IS TO VERIFY FINAL TOP OF FOUNDATION (T.O.F.) AND TOP OF WALL (T.O.W.) ELEVATIONS WITH FINAL GRADING.

V:\Volumes\SSD 8TB\ARCHITECTURE\PROJECTS\KREITZER TWINPLEX - 10606\Architectural Documentation\ArchCAD Plans\KreitzerTwinplex-090324.pln



FLOOR PLAN NOTES

- INTERIOR DIMENSIONS ARE TAKEN TO FINISH. EXTERIOR DIMENSIONS ARE TO THE OUTSIDE FACE OF THE CONCRETE WHERE OCCURRING, OR TO THE EXTERIOR FACE OF THE SHEATHING. SEE TYPICAL WALL SECTION. DIMENSIONS TO WINDOWS ARE TAKEN TO THE CENTER LINE OF THE WINDOW ROUGH OPENING.
- WINDOW SIZES INDICATED ON PLANS, REFER TO PLANS AND EXTERIOR ELEVATIONS FOR WINDOW TYPES. CONTRACTOR SHALL VERIFY ROUGH OPENING DIMENSIONS WITH WINDOW MANUFACTURER ESPECIALLY AT REQUIRED EGRESS WINDOWS.
- DO NOT SCALE DRAWINGS, FOLLOW DIMENSIONS ONLY.
- CONTRACTOR SHALL FIELD VERIFY ALL CABINET DIMENSIONS BEFORE FABRICATION.
- ALL BATH AND TOILET AREA WALLS AND CEILINGS SHALL HAVE WATER RESISTANT GYPSUM BOARD.
- ALL INTERIOR WALLS SHALL BE COVERED WITH 1/2" GYPSUM BOARD AND METAL CORNER REINFORCING. USE 5/8" GYPSUM BOARD ON CEILINGS.
- HANDRAILS SHALL BE MOUNTED 34"-38" ABOVE NOSING OF STAIRS. GUARDRAILS SHALL BE MOUNTED AT 36".
- PROVIDE ACCESS TO ALL CONCEALED ATTIC SPACES PER STATE AND LOCAL CODES. VERIFY LOCATIONS WITH OWNER.
- PROVIDE HOSE BIBS AND VERIFY LOCATION AND NUMBER WITH OWNER.

1/4" FIRST FLOOR PLAN & DOOR/WINDOW SCHEDULES

KREITZER RESIDENCE
PROJECT #10606
LOT 21 HILLWOOD BLVD.
PEWAUKEE, WISCONSIN 53072

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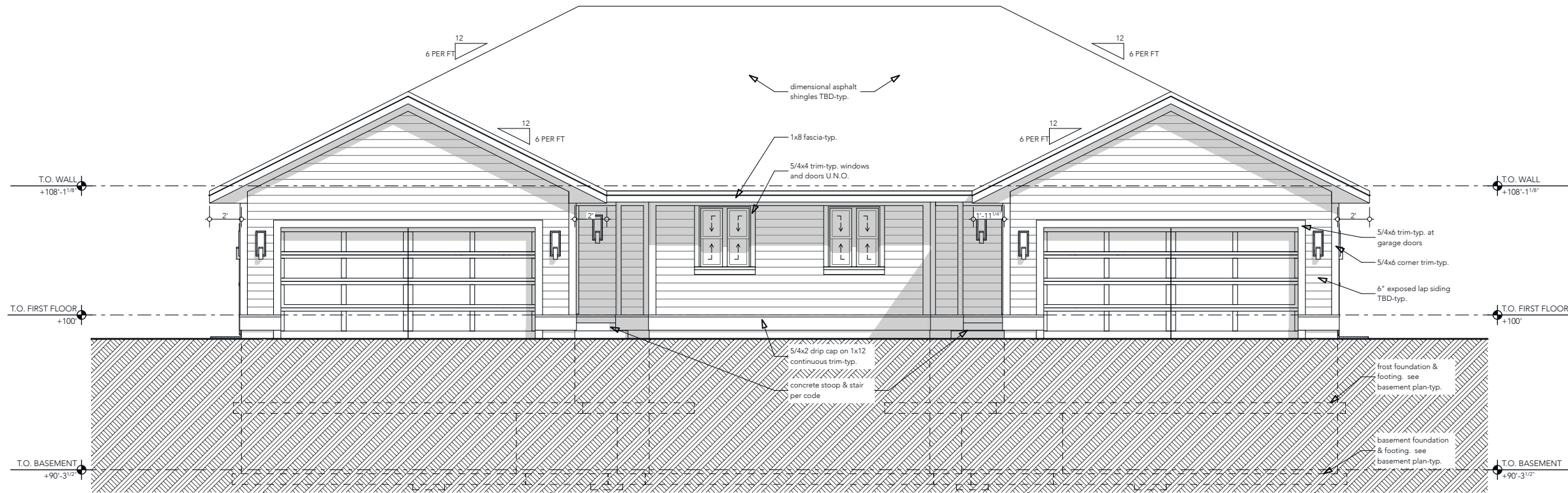
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www.genesisarchitecture.com
office@genesisarchitecture.com

9/4/24

A1.2

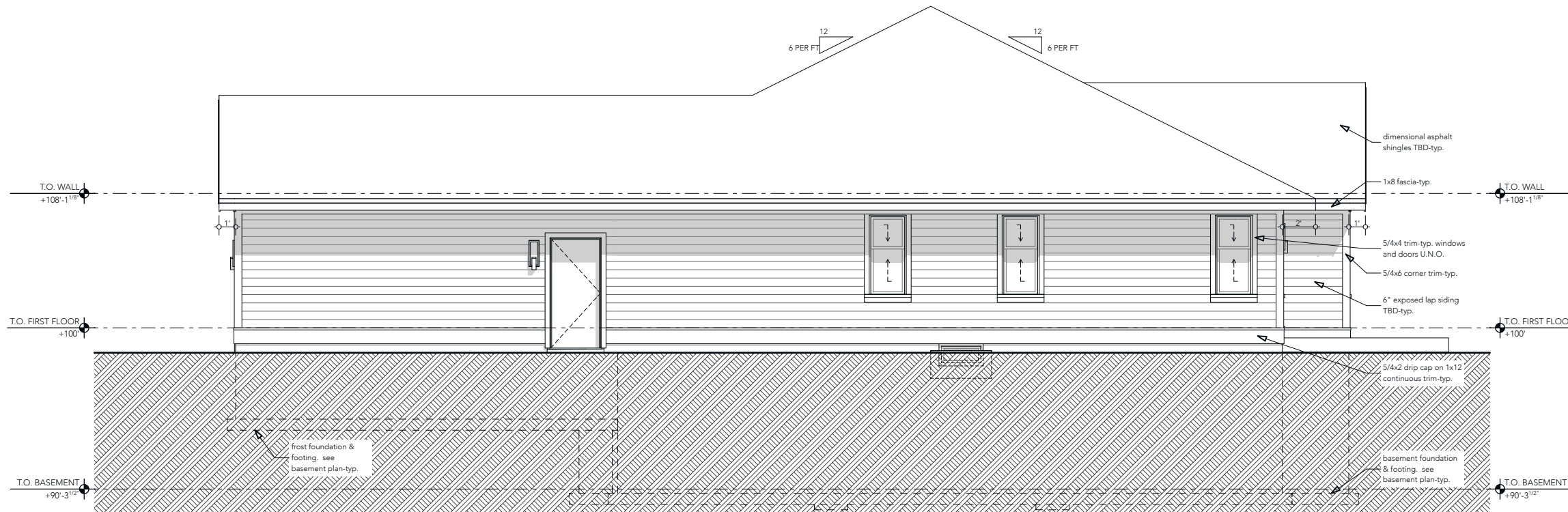
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FRONT ELEVATION

SCALE: 1/4" = 1'-0"

1
A2.1



RIGHT SIDE ELEVATION

SCALE: 1/4" = 1'-0"

2
A2.1

ELEVATION NOTES

1. GENERAL CONTRACTOR SHALL VERIFY EXISTING GRADES AND COORDINATE ANY ADJUSTMENTS NECESSARY TO HOUSE WITH OWNER.
2. PLUMBING AND HVAC VENTS SHALL BE GROUPED IN ATTIC TO LIMIT ROOF PENETRATIONS TO BE LOCATED AWAY FROM PUBLIC VIEW, I.E. AT THE REAR OF THE HOUSE AND SHALL BE PRIMED AND PAINTED TO MATCH ROOF COLOR.
3. PROVIDE ATTIC & CRAWL SPACE VENTILATION PER STATE & LOCAL CODE REQUIREMENTS.
4. ALL WINDOWS, DOOR GLAZING, AND SIDELITES ARE TO BE TEMPERED (T) AS REQUIRED BY STATE & LOCAL CODES.

EXTERIOR ELEVATIONS

KREITZER RESIDENCE
PROJECT #10606
LOT 21 HILLWOOD BLVD.
PEWAUKEE, WISCONSIN 53072

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9/4/24

A2.1

SHEET 4 OF 8



2
A2.2

EXTERIOR ELEVATIONS

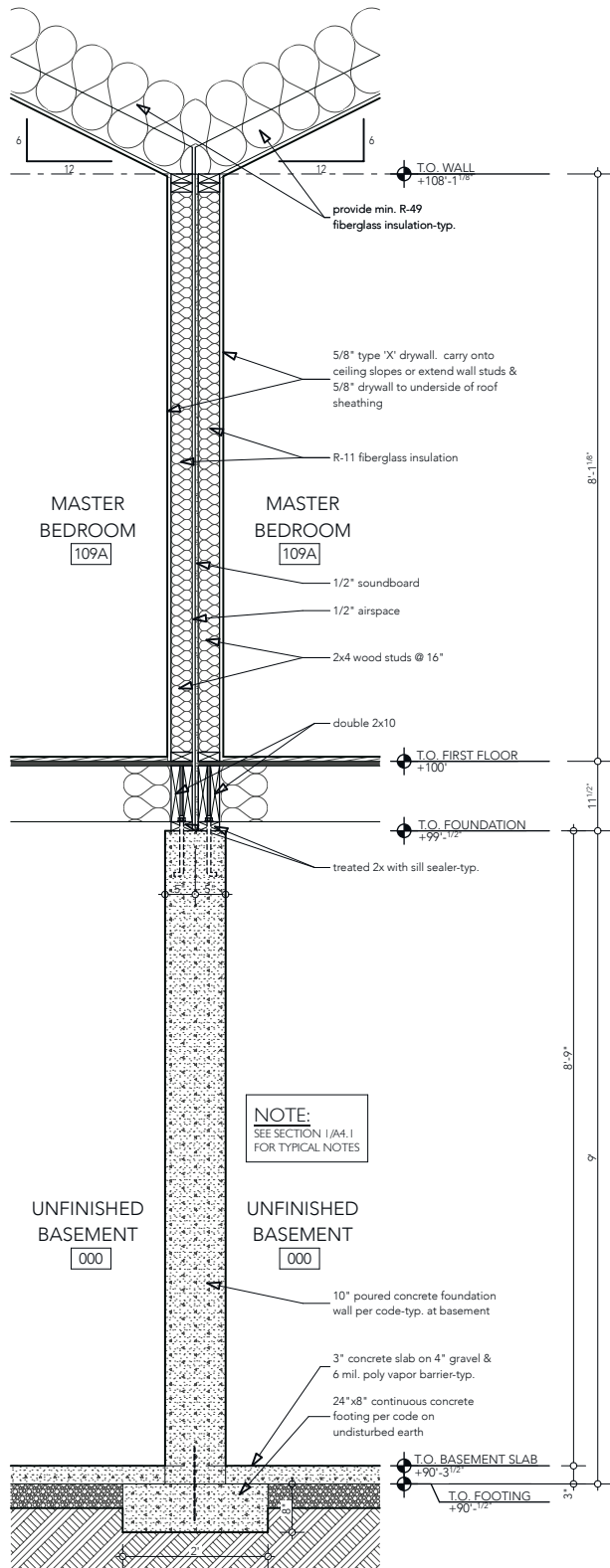
SHEET 5 OF 8



BUILDING SECTIONS

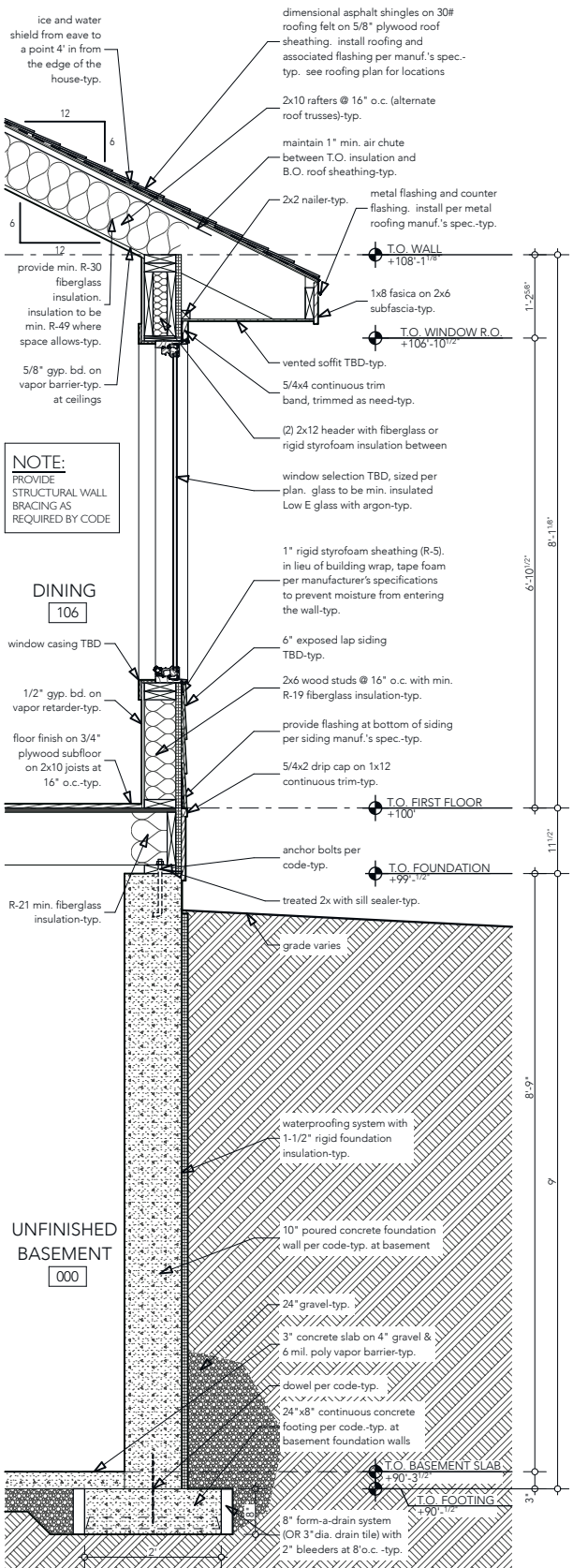
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A3.1



WALL SECTION AT COMMON WALL

SCALE: 3/4" = 1'-0"



TYPICAL WALL SECTION

SCALE: 3/4" = 1'-0"

WALL SECTIONS & DETAILS

KREITZER RESIDENCE
PROJECT #10606
LOT 21 HILLWOOD BLVD.
PEWAUKEE, WISCONSIN 53072

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9/4/24

A4.1

SHEET 7 OF 8

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

March 5, 2025

TO: Village of Pewaukee Plan Commission

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

FR: Mark Lyons – Village Planner

RE: 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.

Zoning requirements for automobile service facilities

The June 12, 2025 Plan Commission meeting includes the above referenced item. The following is the applicable zoning ordinance requirements and required processes should the project move forward. The subject parcel is presently split zoned B-1 Community Business District / C-2 Conservancy District.

Proposed Use

Automobile services facilities are only allowed as a Conditional Use Grant in the B-1 Community Business District.

Surrounding Zoning and Land Uses (Zoning Map attached)

The subject site has B-Community Business District located to the north, east, south and a mixture of C-2 Conservancy District / R-M Multiple-family Residential District to the west.

The follow land uses are adjacent to the subject area:

East – Menards

South - Jilly's Car Wash

West – Multifamily Residential

North – Vacant land (presently part of the larger subject parcel)

Project specifics

Should the developer pursue approval for the proposed use, several approvals would be necessary.

- 1) Certified Survey Map (CSM)– the subject area is part of an existing ~38 acre parcel. The applicant will need approval of a CSM to create the proposed lot.
- 2) Conditional Use Grant – Section 40.250(10) only permits Automobile Service Facilities via a Conditional Use.
- 3) Planned Unit Development Overlay – a portion of the subject area lies within an approved Planned Unit Development Overlay. The original PUD was approved in 1997. As part of the approval process the PUD would need to be amended to include development of the proposed site. Village Board would need to approve the PUD amendment including allowing the automotive service use as the original PUD required Board approval for that specific use.
- 4) Business Site Plan / Plan of Operations- All developments in the Village of Pewaukee require approval of a business site plan / plan of operations through Plan Commission.
- 5) Parking – Based on the concept plans provided the development would need approximately 40 park spaces. 3 spaces per services bay and an additional 10 based on the number of employees. The applicant has expressed a desire to provide a lesser amount due to the nature of how the business operates. Section 40.426(g) allows the Plan Commission to allow deviations from the ordinance requirements related to parking.

Attachments

- 1) Zoning Map
- 2) Concept application
- 3) Concept layouts



PLAN COMMISSION CONSULTATION APPLICATION

No Application Fee for Consultative Services
Application due approx. 4 weeks prior to meeting.

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

PROPERTY / PROPERTY OWNER INFORMATION

Property Address: Capitol Drive, Pewaukee, WI 53072 Tax Key: PWV 0901984006
Zoning of Property: B1 Community Business & C2 General Conservancy Zoning Property Owner Name: Meadow Creek Limited Partnership
Property Owner Email: _____ Property Owner Phone #: _____

APPLICANT INFORMATION

Applicant Name: Christian Brothers Automotive ATTN: William Bostic Applicant Phone #: (346) 852-1669
Applicant Address: 17725 Katy Freeway, Suite 200, Houston, TX 77094
Applicant Email: william.bostic@cbac.com

PROPOSED USE OF PROPERTY

Business Name, If applicable: Christian Brothers Automotive
FEIN, if applicable: _____
Description of Proposed Use (Restaurant/Retail/Office): Automotive Service, Maintenance, and Repair Facility

SIGNATURES

Application will not be processed without the signature of the current property owner.

This signature authorizes the Village of Pewaukee to process the consultation 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.

Signature of Current Property Owner: _____ Date: _____

Signature of Applicant: William Bostic Date: 5/30/2025

DIRECTIONS / NOTES - See Page 2 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. Reverse of this form completed

For Office Use Only

Staff Initials: _____

Date/Time Received: _____



PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

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

PROPERTY INFORMATION

☐

Property Address: Capitol Drive, Pewaukee, WI 53072 Tax Key: PWV 0901984006

Property Owner's Name: Meadow Creek Limited Partnership Phone Number: _____

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

☐

Business Name: Christian Brothers Automotive FEIN: _____

Person Responsible for Payment / Business Contact Name: William Bostic

Mailing Address: 17725 Katy Freeway, Suite 200, Houston, TX 77094

Responsible Party / Contact Phone Number: (346) 852-1669

Responsible Party / Contact Email Address: william.bostic@cbac.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: _____ Printed Name: _____ Date: _____

Applicant Signature: William Bostic Printed Name: William Bostic Date: 5/30/2025

For Office Use Only

Staff Initials: _____

Date Received: _____



Christian Brothers Automotive
RH 10 Bay Linear

idstudio⁴



Christian Brothers Automotive
RH 10 Bay Linear

idstudio⁴



Christian Brothers Automotive
RH 10 Bay Linear

idstudio⁴



⑤ FRONT ELEVATION
SCALE: 3/16" = 1'-0"



④ BACK ELEVATION
SCALE: 3/16" = 1'-0"



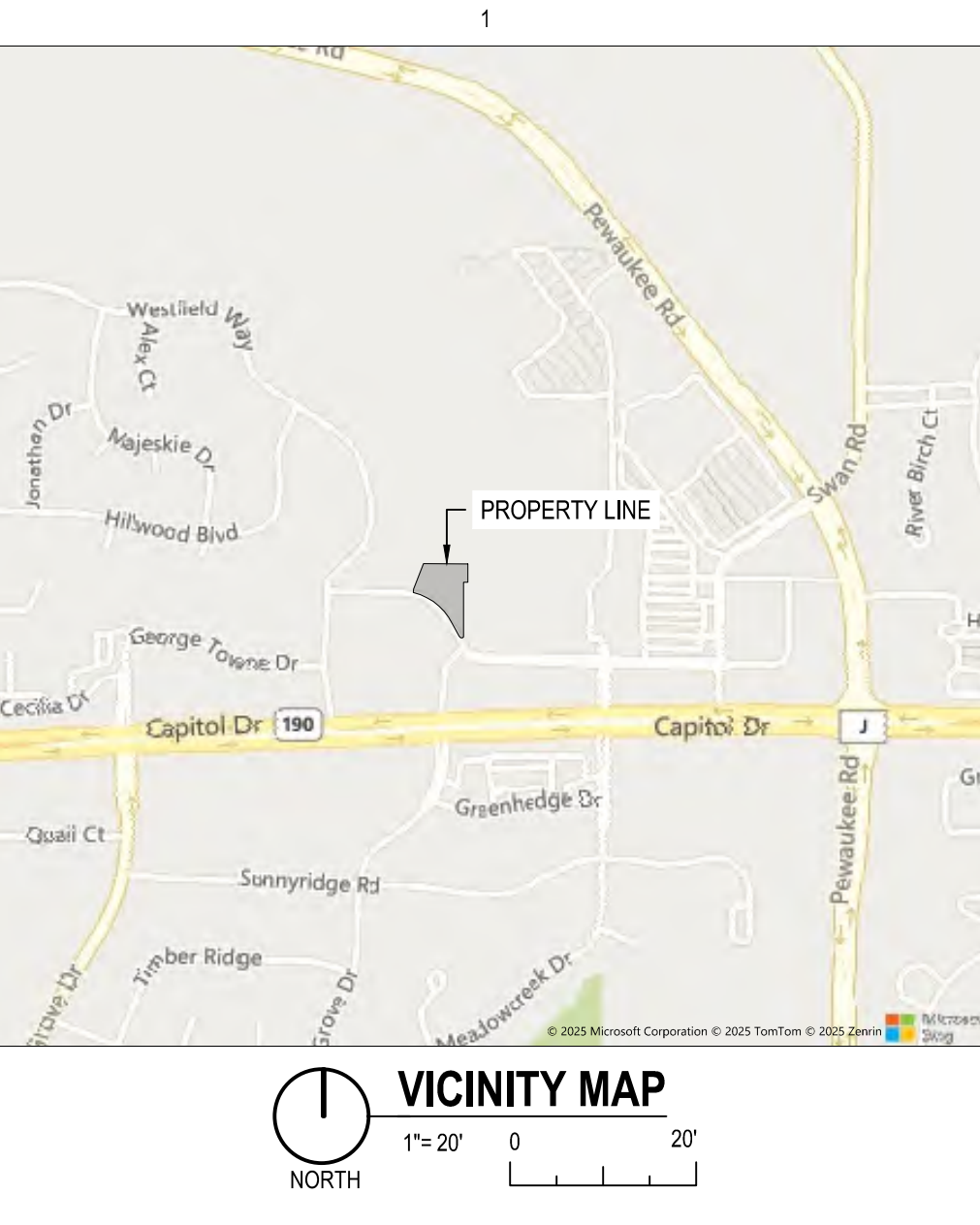
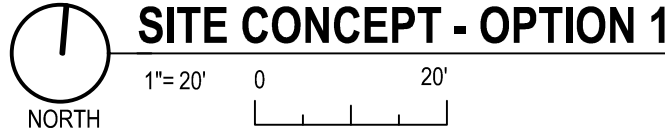
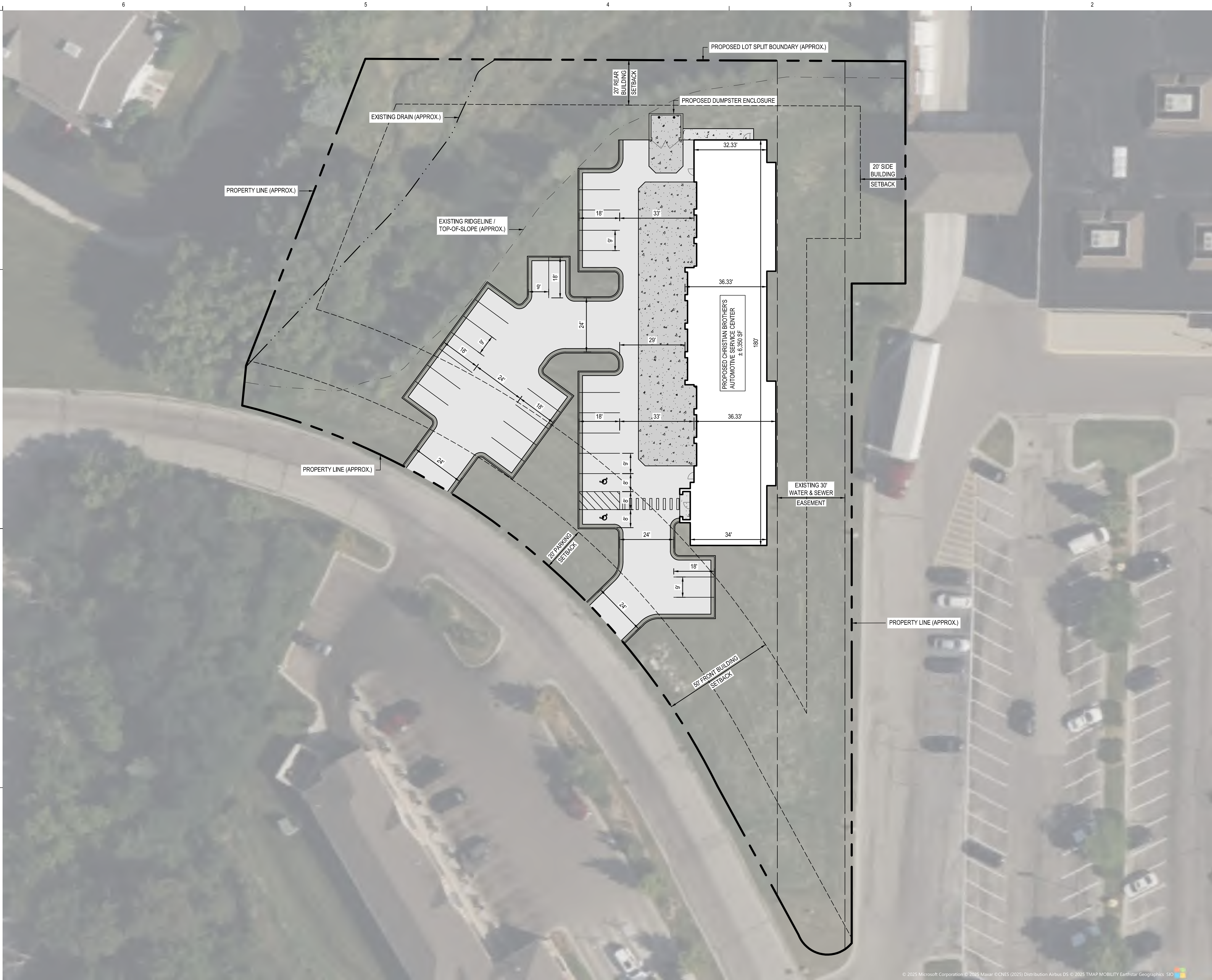
③ RIGHT SIDE ELEVATION
SCALE: 3/16" = 1'-0"



② LEFT SIDE ELEVATION
SCALE: 3/16" = 1'-0"

	<p>PC-5 SHERWIN-WILLIAMS PAINT SW 7001 MARSHMALLOW</p>		<p>M- 5 ACME BRICK CO. 8" X 2 1/4" MODULAR BRICK COLOR: BURGANDY MORTAR: WHITE</p>
	<p>PC-6 SHERWIN-WILLIAMS PAINT SW 6258 TRICORN BLACK</p>		<p>M- 8 ACME BRICK CO. 8" X 2 1/4" MODULAR BRICK COLOR: GLACIER WHITE MORTAR: WHITE</p>
	<p>M- 6 ROOF SHINGLES CERTAINEED LANDMARK 30 AR COLOR: MOIRE BLACK</p>		<p>M- 10 4" NATURAL LIMESTONE SALADO QUARRY MORTAR: WHITE</p>

8/2/2025 11:23 PM A:\Rev\Jzibell
P:\0500\06003\WP-C200.1 - SITE CONCEPT - OPTION 1.dwg Jzibell
ALL INSTRUMENTS OF SERVICE AND PROFESSIONAL ARCHITECTURE
CONSULTING AGREEMENTS, INCLUDING THE CONSULTANT'S
GENERAL TERMS AND CONDITIONS, INCLUDING THE CONSULTANT'S



ZONING NOTES	
ZONE DISTRICT:	B1 COMMUNITY BUSINESS & C2 GENERAL CONSERVANCY
REQUIRED SETBACKS:	
FRONT:	50 FEET
SIDE:	20 FEET
REAR:	20 FEET
PARKING SETBACK	20 FEET (FRONT YARD)
PARKING REQUIRED:	40 SPACES
3 SPACES PER SERVICE BAY X 10 SERVICE BAYS = 30 SPACES	
1 SPACE PER EMPLOYEE ON LARGEST SHIFT X 10 EMPLOYEES = 10 SPACES	
PARKING PROVIDED:	
STANDARD (9'X18'):	27 SPACES
BARRIER FREE:	2 SPACES
TOTAL SPACES:	29 SPACES

CHRISTIAN BROTHERS AUTOMOTIVE

AUTOMOTIVE SERVICE CENTER

COA ARCHITECT

COA ENGINEER

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ISSUANCE
06/02/2025 CONSULTATION
APPLICATION

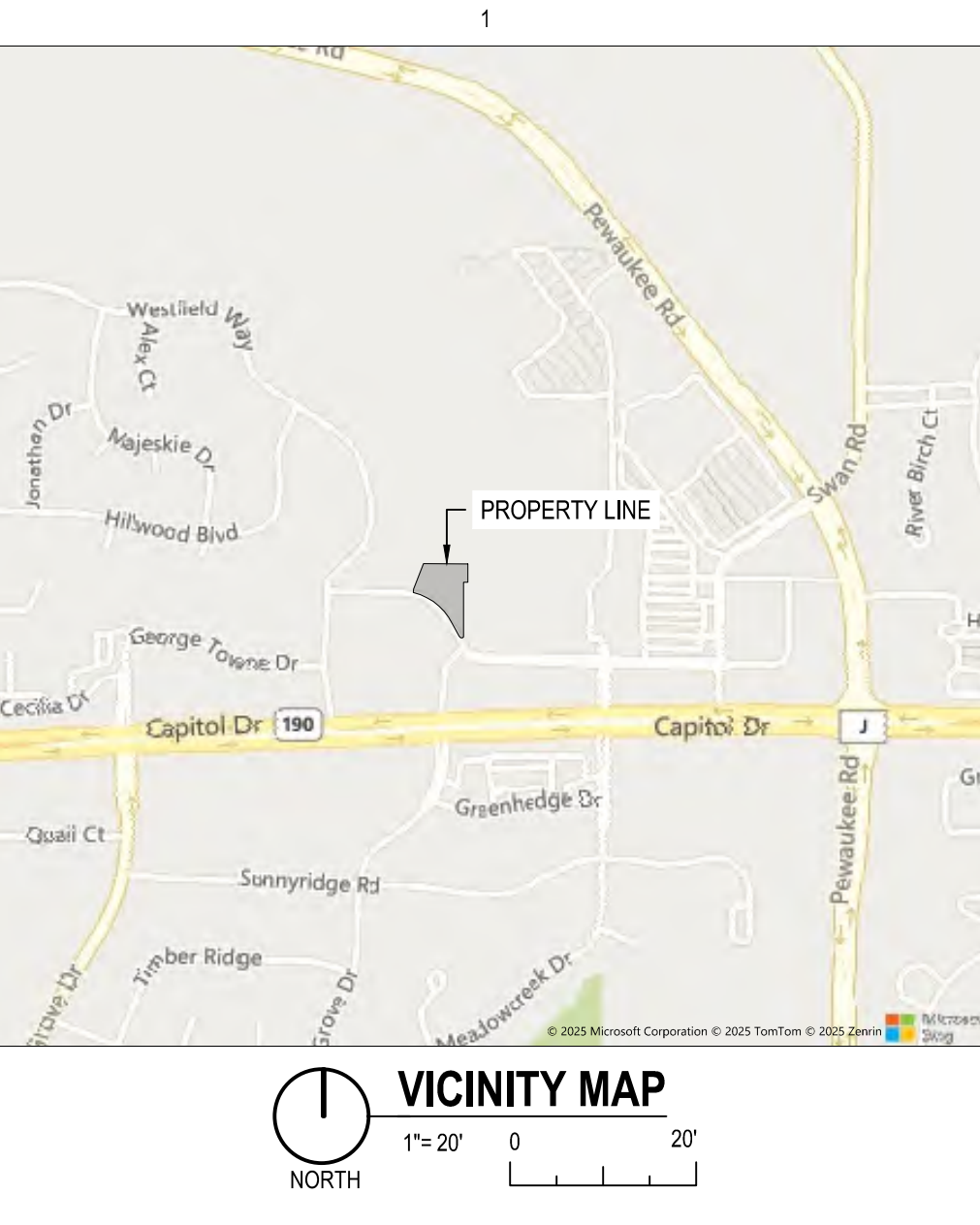
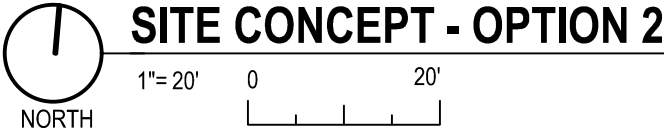
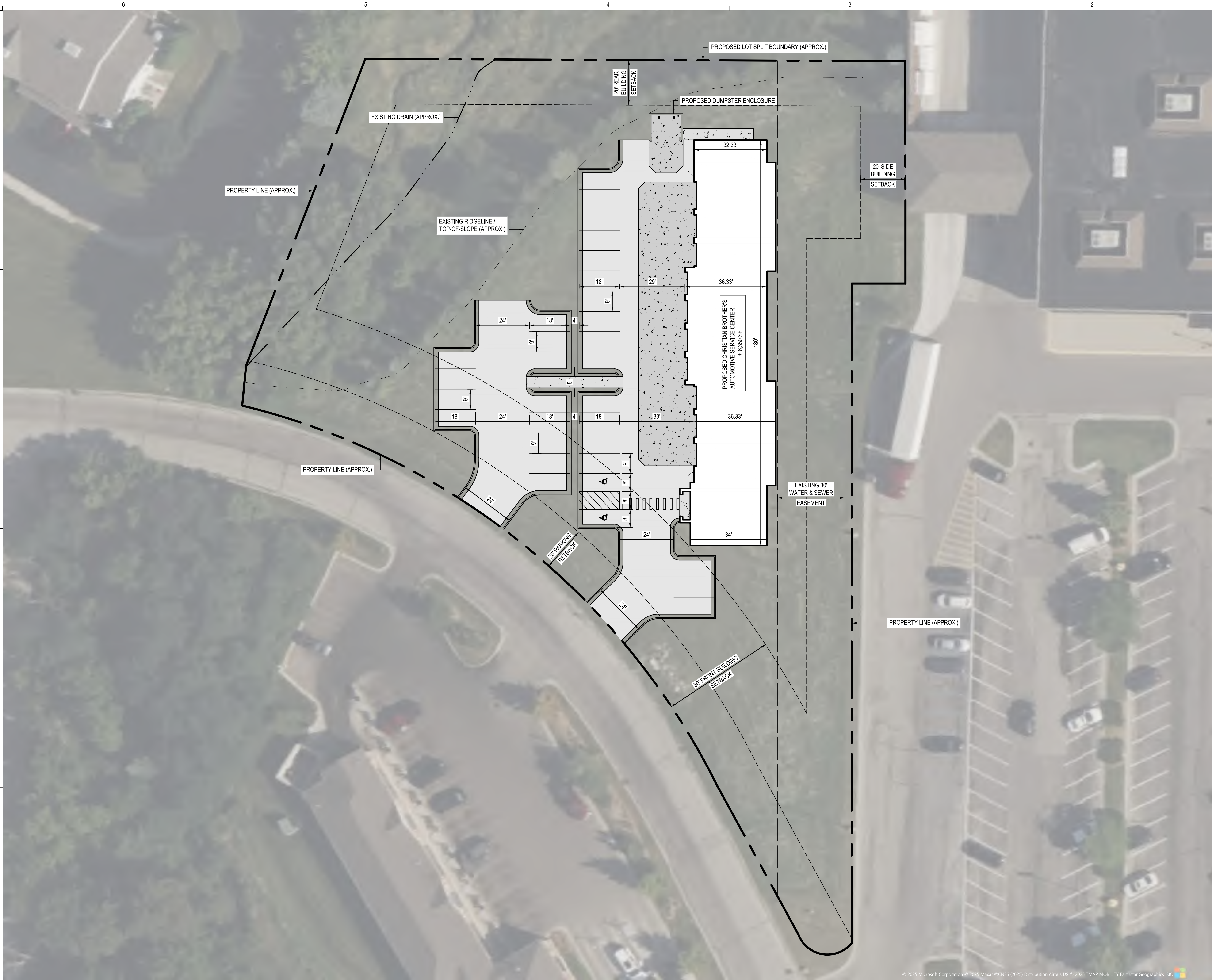
PROJECT NUMBER
70050028
PROJECT MANAGER
J. Manion
PROFESSIONAL
J. MANION
DRAWN BY
A. ZIEBELL
CHECKED BY

SITE CONCEPT -
OPTION 1
C200.1

PROGRESSIVE
COMPANIES

Charlotte, NC | Detroit, MI | Grand Rapids, MI
weareprogressive.com

8/2/2025 11:32 PM A:\New Ziebell
P:\050626\03 WP-C200.2\2025 - SITE CONCEPT - OPTION 2.dwg isobell
ALL INFORMATION OF SERVICE AND PROGRESSIVE ARCHITECTURE
CONSULTANTS AND ENGINEERS ARE NOT BEING PROVIDED TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF PROGRESSIVE ARCHITECTURE & PLANNING, LLC
CONSULTANTS AND ENGINEERS ARE NOT BEING PROVIDED TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF PROGRESSIVE ARCHITECTURE & PLANNING, LLC



ZONING NOTES	
ZONE DISTRICT:	B1 COMMUNITY BUSINESS & C2 GENERAL CONSERVANCY
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STANDARD (9'X18'):	29 SPACES
BARRIER FREE:	2 SPACES
TOTAL SPACES:	31 SPACES

CHRISTIAN BROTHERS AUTOMOTIVE

AUTOMOTIVE SERVICE CENTER

COA ARCHITECT

COA ENGINEER

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ISSUANCE

06/02/2025 CONSULTATION
APPLICATION

PROJECT NUMBER
70050028
PROJECT MANAGER
J. Manion
PROFESSIONAL
J. MANION
DRAWN BY
A. ZIEBELL
CHECKED BY

SITE CONCEPT -
OPTION 2
C200.2

PROGRESSIVE
ARCHITECTURE ENGINEERING & PLANNING, LLC
COMPANIES

Charlotte, NC | Detroit, MI | Grand Rapids, MI
weareprogressive.com



To: Jeff Knutson, President
Members of the Village Plan Commission

From: Matt Heiser
Village Administrator

Date: June 9, 2025

Re: June 12, 2025 Plan Commission Meeting Agenda Item 6(d)
Review, discussion and possible action to scheduling a special meeting of the Plan Commission

BACKGROUND

Cross Fit submitted a Business Plan of Operation application to the Village on April 22, 2025. Due to a variety of circumstances the application was not reviewed until late May when it was too late to be on the June Plan Commission agenda.

ACTION REQUESTED

The action requested is to schedule a Plan Commission meeting at 5:00 PM on July 1, prior to the regular Village Board meeting, to accommodate this applicant.

ANALYSIS

The business will be located in a B-5 zoning district (Light Industrial). This zoning district lists a health club as a conditional use requiring a Conditional Use Grant. The CUG includes a public hearing with two published notices in the newspaper. The notices, with the required number of days prior to the public hearing in addition to the submission deadlines of the newspaper, make this approximately a 4-5 week process.

Since the applicant had submitted their initial paperwork in time for a June Plan Commission review staff is recommending a special meeting to minimize the impact on this new business.

Attachments: None.