



([/home](#)).

December 5, 2025

[Return to Search Page](#)

12/11/2025 Plan Commission Meeting

Comprehensive Plan Land Use amendment request of Pewaukee School District; Zone change request of Pewaukee School District; and Lot Line Adjustment / Certified Survey Map request at 497 Park Avenue.

[Meeting Minutes \(?Type=M&ID=449\)](#)

[Documents \(?Type=D&ID=449\)](#)

[Video \(?Type=V&ID=449\)](#)

PLAN COMMISSION AGENDA
December 11, 2025 – 6:00 pm
Village Hall
235 Hickory Street, Pewaukee, WI 53072

To view the meeting: <https://www.youtube.com/watch?v=IAIHuf6nGyg> (<https://www.youtube.com/watch?v=IAIHuf6nGyg>)

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

President Knutson called the meeting to order at approximately 6:02 p.m.

Plan Commission members present: Comm. Theresa Hoff; Comm. Brian Belt; Comm. Katie Jelacic; Comm. Sam Liebert; 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. Citizen Comments –

The following residents expressed their concerns and shared their research regarding the Pewaukee School District's parking lot proposal located north of the intersection of Lake Street and School Street / PWV 0899235002: **Danny Deppe @ 326 Lake St; Linda Hiller Deppe @ 326 Lake St; Joseph Herbst @ 317 Lake St; Mary Mullen @ 316 Lake St; Jennifer Heinemann @224 Lake St; Robert Kirsten @ 213 Lake St; and Michael Glenn @ 128 Lookout Dr.**

These concerns include, but are not limited to:

- Student traffic is already an issue in this area
- Existing parking lot spaces are currently going unused
- School staff do not always park where they are directed
- Lack of school bus and crosswalk safety
- Keeping green space between the school and residential properties
- Light pollution

3. Approval of the Minutes -

a. Plan Commission Meeting – November 13, 2025

Comm. Jelacic motioned/seconded by Comm. Hoff to approve the November 13, 2025, Regular Plan Commission meeting minutes as presented.

Motion carried 6-0.

4. Old Business -

a. None

5. New Business -



it is the Pewaukee School District.

if the request, stating that this is only looking at the zoning of the property – not the

staff and the Commission followed.

er Intendent/CFO @ Pewaukee School District addressed questions from the
in and purpose.

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Discussion was held amongst the Commission. The commissioners voiced their concerns and shared changes they would like to see prior to the parking lot consideration.

Village Planner Recommendations:

The Village of Pewaukee Plan Commission recommends to the Village Board Approval of the Comprehensive Plan Land Use Designation amendment request by Pewaukee School District for the property located at north of the intersection of Lake Street and School Street (0899235002).

Comm. Liebert motioned/seconded by Comm. Hoff to recommend to the Village Board the DENIAL of the Comprehensive Plan Land Use amendment request submitted by Pewaukee School District, to amend the existing land use designation from Single Family Residential to Institutional with a 0.598-acre parcel located north of the intersection of Lake Street and School Street at PWV 0899235002.

Motion carried 6-0.

b. Review, discussion, and possible recommendation on a zone change request of Pewaukee School District, to rezone from the existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District. This request is located north of the intersection of Lake Street and School Street / PWV 0899235002. This 0.598-acre parcel is split zoned, R-5 Single Family Residential and IPS Institutional and Public Service District. The property owner and applicant is the Pewaukee School District.

Lyons provided a brief overview, noting that the zoning should be consistent with the master land use plan.

Village Planner Recommendations:

The Village of Pewaukee Plan Commission recommends to the Village Board Approval of the rezoning request by Pewaukee School District for the property located at north of the intersection of Lake Street and School Street (0899235002) from R-5 Single Family Residential and IPS Institutional and Public Service District to IPS Institutional and Public Service District.

Comm. Liebert motioned/seconded by Comm. Hoff to recommend to the Village Board the denial of the zone change request submitted by the Pewaukee School District to rezone the 0.598-acre parcel located north of the intersection of Lake Street and School Street / PWV 0899235002 from its existing split zoning of R-5 Single Family Residential and IPS Institutional and Public Service District to exclusively IPS Institutional and Public Service District.

Motion carried 6-0.

c. Review, discussion and possible action on a certified survey map proposed to consolidate and reconfigure the existing 2 contiguous lots 497 Park Avenue into 1 lot. The applicant/property owner is MCE LLC. The property is currently zoned IPS, Institutional and Public Service District and R-5 Residential Detached District with a Lakefront Overlay.

Lyons provided an overview of the CSM request and shared that a comment from the Survey Team is to be added - **Item F: Remove Village Board signature line**, as a CSM of this nature can be approved by the Plan Commission and does not need to go to the Village Board.

CLARIFICATION – This property is not zoned IPS Institutional and Public Service District. Both lots are zoned R-5 Residential with a Lakefront Overlay.

Village Planner Recommendations:

The Village of Pewaukee Plan Commission Approves the Certified Survey Map Request for a lot combination for the property located at 497 Park Avenue, subject to the following conditions:

1. Any conditions made by the Plan Commission at their meeting of December 11, 2025.
2. That all engineering comments are satisfied for the Certified Survey Map prior to Village signature and recording.

Comm. Liebert motioned/seconded by Comm. Hoff to approve the Certified Survey Map (CSM) Request for a lot combination for the property located at 497 Park Avenue, subject to the conditions listed in the Staff Reports, in addition to comment F (stated above) being added.

Motion carried 6-0.

6. Citizen Comments -



Comm. Hoff to adjourn the December 11, 2025, Regular Plan Commission

Mackenzie Quigley [\(/home\)](#)
Deputy Clerk

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CONTACT US

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