



**Office of the Clerk/Treasurer**

W240N3065 Pewaukee Road  
Pewaukee, WI 53072  
(262) 691-0770 Fax 691-1798

**~ VIRTUAL MEETING ONLY ~ SEE NOTICE BELOW ~**

**COMMON COUNCIL  
MEETING NOTICE AND AGENDA**

**Monday, March 1, 2021**

**6:00 PM**

**~ VIRTUAL MEETING ONLY ~**

City of Pewaukee ~ W240 N3065 Pewaukee Road ~ Pewaukee, Wisconsin 53072  
**VIDEO**

- 
1. Call to Order and Pledge of Allegiance
  2. Public Comment - Please limit your comments to two (2) minutes, if further time for discussion is needed please contact your District Alderperson prior to the meeting.
  3. Consent Agenda
    - 3.1. Approve Common Council Meeting Minutes Dated December 7th, 2020
    - 3.2. Approval of the Common Council Closed Session Meeting Dated February 15th, 2021
    - 3.3. Approve Accounts Payable Listing Dated March 1st, 2021
  4. Presentation of the Community Development and Building Services Annual Report for 2020 [Fuchs]
  5. Discussion and Possible Action to Establish the 2021 Residential Paving Assessment Cap at \$2,756.00 Per Parcel / Home [Wagner]
  6. Discussion and Possible Action to Concur with the Engineer's Recommendation of a 42-Foot Roadway Width for Joseph Road [Wagner]
  7. Discussion and Possible Action to Enact the 2021 Spring Weight Limits Beginning March 8, 2021 at 6:00 a.m. [Wagner]
  8. Public Comment - Please limit your comments to two (2) minutes, if further time for discussion is needed please contact your district Alderperson prior to the meeting.
  9. Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:
    - §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically related to Waukesha Water Utility's Well #10.

You are further notified that at the conclusion of the Closed Session, the Common Council may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

10. Adjournment

Kelly Tarczewski  
Clerk/Treasurer

February 26, 2021

**NOTICE**

Due to the COVID virus, this meeting will only be held virtually.

To attend this meeting virtually or by phone please contact Kelly Tarczewski, City Clerk, 262-691-0770, [tarczewski@pewaukee.wi.us](mailto:tarczewski@pewaukee.wi.us) **before 3 P.M. on the date of the meeting** for directions. Meeting materials are available at <https://pewaukee.novusagenda.com/AgendaPublic/>.

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 3.1.**

**DATE:** March 1, 2021

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Approve Common Council Meeting Minutes Dated December 7th, 2020

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

CC Minutes 12.7.2020

**In Attendance:**

Mayor Steve Bierce, Aldermen B. Bergman, C. Brown, B. Dziwulski, R. Grosch and J. Kara. J. Wamser was absent and excused.

**Also in Attendance:**

Attorney S. Riffle, Administrator S. Klein, DPW Director M. Wagner, Utility Manager J. Mueller, Park & Recreation Director N. Phalin, City Planner & Community Development Director N. Fuchs, and Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance

Mayor Bierce called the meeting to order at 7:00 p.m. and requested everyone stand for the Pledge of Allegiance.

2. Public Comment

Mr. Kara stated there were several people in attendance for item #11. Mayor Bierce told everyone that they could speak on that item at that time.

3. Consent Agenda

3.1 Approval of Account Payable Listing Dated December 7th, 2020

3.2. Approval of Common Council Meeting Minutes Dated November 2nd, 2020

Mr. Bergman stated he would be abstaining from Item #3.2. **A motion was made and seconded (B. Dziwulski, J. Kara) to approve the consent agenda.** Motion Passed: 5-For, 0-Against., 1-Abstain.

4. Discussion and Possible Action Regarding **Resolution 20-12-26** Pertaining to the Park and Open Space Plan

Nick Phalin was present for the open space plan. Mr. Phalin stated that 3,000 surveys were sent out to random City and Village households and 805 surveys were returned. Mr. Phalin stated the responses were very favorable in regards to the job done in Parks and Recreation. Mr. Phalin felt it was unique that 60.4 percent were interested in a potential tax increase of \$1-10 per month per household. Mr. Phalin stated one of the goals over the next five years is to have more diversity in amenities. A disc golf course at Balmer Park, all-inclusive splash pad and walking trail and fitness area at the Sports Complex are a few ideas. He said the goal is to improve the playground at South Park and there is a possibility of permanent pickle ball courts. Mr. Phalin stated he was excited to have this document as a guide for the department and looked forward to continuing to serve the community.

Mr. Bergman felt it was a great report and asked when the survey was sent out. Mr. Phalin stated it went out in early January, pre-pandemic. He said residents had six weeks to return it and surveys were accepted through the end of April. Mr. Bergman discussed the goals and how they were rated by interest. He asked Mr. Phalin what short term goals he sees the Common Council approving. Mr. Phalin stated it depends on the budget and sponsorship dollars, donations and grants. Mr. Phalin said a walking path at the Sports Complex is viable and he plans to apply for a Community Development

Block Grant in 2021. He noted a grant was received in 2020 for 2021. Mr. Phalin feels a Community Center would be a reach funding wise, but it is something to work towards.

Mr. Bergman asked about the possibility of a dog park. Mr. Phalin stated there has been some traction and halting regarding disc golf and a dog park. He said a disc golf course at Balmer Woods was approved by the Joint Board and a Village resident had volunteered to put a proposal together. Mr. Phalin stated Balmer Park could not have both a dog park and a disc course. The parking lot is limited, and with baseball and soccer, he was not sure about the green space. Mr. Phalin stated he is not aware of a great location for a dog park, although Yench Road had been discussed in the past. Mr. Phalin noted that although there is no dog park in Pewaukee, there are dog parks throughout Waukesha County at the County Parks.

Mr. Grosch stated he would like to see the parks more accessible to the neighborhoods. Mr. Phalin stated he attended a recent Bike & Pedestrian meeting and works closely with Ms. Wagner when a plan is being worked on to see how it could connect the parks with the community better.

Mr. Kara asked about a recent article in the Freeman regarding President Knutson from the Village talking about a community center and reaching out to the City. Discussion took place regarding the Village Board meeting and a parcel of land they were considering for a community center. Mayor Bierce stated he was approached by President Knutson and advised him the City is willing to listen.

**A motion was made and seconded (B. Dziwulski, R. Grosch) to approve Resolution 20-12-26 pertaining to the Park and Open Space Plan.** Motion Passed: 5-For, 0-Against.

11. Discussion and Possible Action Regarding the Sanitary Sewer Rates Established for the Waukesha Sewer Area

This item was taken out of order.

Ms. Wagner stated while looking for historical information, she came across a memo from 1998 from Attorney Riffle's office stating the City is not allowed to have two different rates for the same service in our community. She said in 2017, Jeff Weigel had gone to Common Council to establish two rates due to a large difference in outside billing from the City of Waukesha. An approval for two tiers was written in 2017 and customers were charged as of the first quarter of 2018. In looking at the memos, it was sent to Attorney Riffle for concurrence and Mr. Riffle advised that there cannot be two rates. Ms. Wagner stated over the last three years \$268,000.00 has been overcharged to customers in the Waukesha sewer district. Ms. Wagner recommended Common Council rescind the 2017 establishing two tiers of sewer rates back to one rate which is currently \$110 per quarter. Ms. Wagner stated this will result in a \$56,000.00 loss per quarter until the City can adjust the sanitary sewer rates. Ms. Wagner recommended the City refund customers for the last three years. Discussion took place regarding the Waukesha rates over the last 3 years.

Mr. Kara stated he was in favor of the refund but felt there were issues that need to be taken up with Waukesha, especially the return flow at \$69.00. The City needs to establish a new sewer rate because the \$110.00 rate is not adequate.

Attorney Riffle stated there is no legal obligation to refund customers. The City is responsible for adjusting the rates, so the City does not put utilities at jeopardy. Mr. Grosch asked if residents in the Pewaukee Lake Sanitary District pay the same rate. Ms. Wagner stated residents pay \$110.00 for Village, City and Lake Pewaukee Sanitary District and only the City of Waukesha is a different rate.

Ms. Wagner said the City is working on a current rate study and the rates should be established and brought to Common Council for approval in late January or early February. She stated the first quarter billing in 2021 will cover all the cost throughout the entire service area.

Mr. Bergman requested residents be allowed to speak.

James Lewek (W276N592 Arrowhead Trail) stated he was the President of Cloverland Farms HOA that includes 54 properties. He felt not all services such as police and fire were multi-tiered. When the higher rate for 190 residents is graduated across 5,000 residents, the burden is fantastically small. Mr. Lewek asked why this was not shared across the entire City.

Attorney Riffle stated the City should not have and legally could not have done two separate rates and the City is trying to fix it as quick as they can. Attorney Riffle also stated under Chapter 196, anyone feeling the City has discriminatory rates can go to the Public Service Commission and seek the order saying the rates are discriminatory. There is no authority under Chapter 196 to do anything retroactively.

Mayor Bierce stated in his opinion the City is going to have to take a hit during the 4<sup>th</sup> quarter. As far as refunding, he felt the good of the many versus the good of the few. He felt it was a pocket issue that is easy to define.

Ms. Brown stated there were a lot of things going on and this issue will come back. She said Waukesha County is charging return flow and unmetered rates. Ms. Brown felt there were more issues to be resolved. Waukesha is increasing their rates again by 25 percent and the residents are going to get hit year after year and she felt it was unfair to the residents.

Mr. Bergman asked why the City is billing for Waukesha sewer services and if Waukesha could bill residents directly. Attorney Riffle stated the City entered into an inter-municipal agreement with the City of Waukesha, otherwise we would not have sewer services to those areas. Attorney Riffle said Waukesha can charge the City differently from what they charge their own residents. He noted that a complaint to the PSC can be made.

**A motion was made and seconded (B. Dziwulski, J. Kara) to return the rate and refund residents for what they were overcharged.**

Discussion took place regarding a letter that was sent out stating if rates are changed, there is no requirement to proactively refund payments. Mr. Bergman stated he wants to follow what the City Attorney has advised and move forward. He would like to remove the refund of \$268,000.00 from the motion. Mr. Dziwulski believed it was the right thing to do and did not want it to be removed from the motion. Attorney Riffle stated refunds would go to current homeowners. Further discussion took place regarding the City having no legal basis to refund.

Mr. Kara called the question. Attorney Riffle stated it was not appropriate to take more comment from the public.

**A motion was made and seconded (B. Dziwulski, J. Kara) to return the rate and refund residents for what they were overcharged.** Motion Passed 3-For, 2-Against (B. Bergman, R. Grosch).

5. Discussion and Possible Action to Waive the Second Reading and Approve **Ordinance 20-09** Related to the Salaries of Non-Union Employees

Mr. Klein stated this is standard and approved annually after the budget is approved.

**A motion was made and seconded (C. Brown, B. Dziwulski) to waive the second reading and approve Ordinance 20-09 related to the salaries of non-union employees.** Motion Passed: 5-For, 0-Against.

6. Discussion and Possible Action to Waive the Second Reading and Approve **Ordinance 20-10** Related to the Salaries of Union Employees

**A motion was made and seconded (B. Dziwulski, R. Grosch) to waive the second reading and approve Ordinance 20-10 related to the salaries of union employees.** Motion Passed: 5-For, 0-Against.

7. Discussion and Action Regarding **Ordinance 20-11** to Rezone Land Located on Watertown Road (PWC 0960-988) from UC Upland Conservancy, F-1 Floodplain, I-1 Urban Institutional, LC Lowland Conservancy, Rm-3 Multi-Family Residential, Rs-4 Single-Family Residential, M-2 Limited Industrial and B-6 Mixed Use Business to P-1 Park and Open Space, UC Upland Conservancy, F-1 Floodplain and LC Lowland Conservancy for the Purpose of Constructing a 5-Stall Parking Lot for the Regional Trail that Will be Built on the County-Owned Abandoned Railroad Corridor As Requested by the Waukesha County Department of Public Works

Mr. Fuchs stated Waukesha County submitted for a trail and trail head at the end of North Avenue which was denied by the City. They have resubmitted with a new location, south of Watertown Road. At the November Plan Commission meeting the site and building plans were approved and Mr. Fuchs is recommending approval of rezoning to a P-1 park district. He said environmental districts will remain in place.

**A motion was made and seconded (B. Dziwulski, R. Grosch) to approve Ordinance 20-11 to rezone the Waukesha County land located on Watertown Road.** Motion Passed: 5-For, 0-Against.

8. Discussion and Possible Action to Consider the Request of Waukesha County Department of Parks and Land Use to Waive Fees Associated with the Rezoning Petition and Site and Building Plan Review

Mr. Fuchs stated the County is looking for the City to consider this a joint application and project. The County is looking to have the application fees waived. The letter provided specifically states the rezoning and site and building plan review fees. The County is also asking for public hearing costs and engineering review fees to be waived. Mr. Fuchs stated the letter does not request building permit or zoning permit fees. Mr. Fuchs felt the intent was for a waiver of all development and upcoming permit fees. Mayor Bierce asked if fees have ever been waived before and Mr. Fuchs did not believe so.

Ms. Brown stated she was against waiving the fees. She asked if the County would charge us.

Mr. Grosch stated the County is building a bike and hike path through the City of Pewaukee and he does not have a problem with waiving the fees.

Mr. Kara asked if there were any expenses that they are asking to be waived that are not fee-based that are directly associated with costs that the City would incur.

Mr. Bergman agreed with Ms. Brown. He was in favor of the trail but against waiving the fees.

Mr. Dziwulski concurred.

**A motion was made and seconded (B. Bergman, C. Brown) to deny waiving the fees associated with the Waukesha County recreational regional trail.** Motion Passed: 4-For, 1-Against (Grosch).

9. Discussion and Possible Action to Approve Resolution **20-12-25** Establishing the 2021 Fee Schedule

Ms. Tarczewski reviewed the changes to cemetery burials and impact fees.

Mr. Bergman questioned the impact fees and why fees were raised so much. Mr. Fuchs stated the changes are a result of the impact fee study that was recently completed. He said there is a formula that is used to drive the changes. Mr. Bergman commented these are not fees most residents pay, it is the price to get into the community for a resident. He said although it does not affect most residents, he was surprised at the high cost to build a structure. Mr. Bergman asked how it compares to other neighboring communities. Mr. Fuchs stated he is not aware of any comparisons and stated it is based on needs and costs.

Mr. Kara asked what consultant and study resulted in the increases. Mr. Fuchs stated the consultant was Clark Dietz Inc. He said the final study would to be brought forward to the Common Council for review. He was not sure if a draft was brought forward. Mr. Kara felt it was premature to put the fees in.

Attorney Riffle stated the City is unable to set fees until approving the resolution and study.

**A motion was made and seconded (B. Bergman, B. Dziwulski) to adopt all fees presented except the impact fees.** Motion Passed: 5-For, 0-Against.

Ms. Wagner asked if the City would still collect what is currently on the fee schedule, and Attorney Riffle confirmed.

10. Discussion and Possible Action to Approve Another Emergency Declaration

Mr. Klein needed to reaffirm what Common Council did the first time the Emergency Declaration was approved. He said Chief Bierce wanted it reaffirmed since the City is through the first phase of reimbursements.

**A motion was made and seconded (B. Bergman, R. Grosch) to update and reaffirm the emergency declaration.** Motion Passed: 5-For, 0-Against.

12. Discussion and Possible Action to Approve The Waters Development Agreement and Establish the Amount of the Letter of Credit in the Amount of \$1,309,209.84

Ms. Wagner stated there is another development in the community. They are putting together additional public infrastructure which needs a development agreement and letter of credit. The Waters will include 15 cottages, a main building with memory care wing, cafeteria and senior living apartments. Discussion took place regarding the public roadways, connections to the location and municipal water and sewer. Ms. Wagner stated the improvements are at a cost of just over \$1 million,

plus the 20 percent per ordinance. She asked to establish the letter of credit in the amount of \$1,309,209.84 and to approve the development agreement contingent on approval of the City Attorney and City Engineer.

**A motion was made and seconded (J. Kara, Dziwulski) to approve The Waters Development Agreement contingent on any requirement of the City Attorney and City Engineer and to establish the letter of credit in the amount of \$1,309,209.84 in a form approved by the City Attorney.** Motion passed 5-For, 0-Against.

13. Discussion and Possible Action Regarding the Special Assessment Against W220 N475 Springdale Road (PWC 0916-997)

Ms. Wagner stated this was an old assessment that was part of an agreement with the Town of Brookfield installing a sewer through the parcel. When the assessment was levied, it was \$46,192.00 with 7.49 percent annual interest. The assessment now totals \$109,000.00 with interest. The landowner, which is now the former owner's son is asking the City to put together a reasonable and fair assessment. Ms. Wagner is asking for the Common Council's blessing to have a discussion with the Town of Brookfield and review the inter-municipal agreement.

Mayor Bierce asked what the value of the land was in 1989 and what it is now. Ms. Wagner did not have that information.

Mr. Bergman stated the interest rate at an initial borrowing rate has changed. Mr. Bergman asked if the document was drafted with a set rate based on the initial borrowing rate. Ms. Wagner stated the Town of Brookfield borrowing was refinanced at a lower interest rate. She said Mr. Esser was willing to pay the assessment plus interest but would like to pay the interest on the actual cost. Ms. Wagner stated she will come back to Common Council with findings and a potential amendment to the inter-municipal agreement.

Mr. Kara was fine with discussing it with Brookfield but felt it should not be our battle to compel Brookfield to change it.

Mr. Bergman asked if there was a pending sale. Ms. Wagner confirmed there was interest in the property, but she was not aware of a pending sale. Ms. Mueller stated when she spoke with Mr. Esser, he indicated this had nothing to do with a pending sale.

Mr. Riffle asked why Mr. Esser does not go directly to the Town of Brookfield and why the City should do the leg work. Ms. Wagner stated it is a City assessment.

No action was taken. Mr. Bergman suggested City staff tell Mr. Esser to go directly to the Town of Brookfield.

14. Discussion and Possible Action Regarding an Amendment to the Swan View Farms Developers Agreement

Ms. Wagner stated there was a change at the last minute and Attorney Riffle did a separate amendment to the developer's agreement instead of amending the original document. This allows Mr. Tomich to construct homes while gas and electric and communication utilities are being installed. This allows him to be prepared for the Parade of Homes in 2021. Mayor Bierce asked why it was a prerequisite in the first place. Attorney Riffle stated it is not unprecedented and it has been done in the past. Everything else will be in but he will not be able to pump sewage out until the lift station is

in. Ms. Wagner stated there is a delay with the lift station. It is currently under construction but in order to start, he needs power, which will not be in service until February or March. He needs to have building permits in January or February in order to meet the August deadline for the Parade of Homes. Attorney Riffle stated he cannot get an occupancy permit and cannot sell the homes until they have utilities. He stated under the agreement they must remain titled in the developer or builder that the developer sells it to. Attorney Riffle was not concerned and felt there was no risk to the City.

Mr. Bergman mentioned there have been a few calls regarding the weight limit on Swan Road, and he has been working with Engineering. Mr. Bergman asked that it be pointed out to the developer and felt he needed to be diligent with his trades. Ms. Wagner stated the restrictions on Swan Road from Hwy 164 were in the agreement.

**A motion was made and seconded (B. Bergman, B. Dziwulski) to approve the amendment to the Swan View Farms agreement contingent on final approval by the City Attorney and City Engineer.** Motion Passed: 5-For, 0-Against.

15. Discussion and Possible Action to Approve Comfort **Resolution 20-12-27** Declaring Official Intent to Reimburse Expenditures Pertaining to the Land Acquisition for a New Department of Public Works Site

Mr. Klein stated the Council will be discussing this in closed session and thought it would be prudent to pass a comfort resolution so that the City could borrow for the land's purchase. Attorney Riffle stated this was not necessary at this time.

16. Public Comment

No public comment was made.

17. Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by rollcall vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:

- §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

You are further notified that at the conclusion of the Closed Session, the Common Council may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

**A motion was made and seconded (B. Dziwulski, R. Grosch) to go into closed session at 8:52 p.m.** Motion Passed via roll call vote: 5-For, 0-Against.

18. Adjournment

**A motion was made and seconded (B. Dziwulski, R. Grosch) to adjourn the meeting from closed session at 9:19 p.m.** Motion Passed: 5-For, 0-Against.

Respectfully Submitted,  
Kelly Tarczewski  
Clerk/Treasurer

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 3.2.**

**DATE:** March 1, 2021

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Approval of the Common Council Closed Session Meeting Dated February 15th, 2021

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

Closed Session Minutes 2.15.2021

**In Attendance:**

Mayor Steve Bierce, Aldermen B. Bergman, C. Brown, B. Dziwulski, R. Grosch, J. Kara, and J. Wamser.

**Also in Attendance:**

Attorney S. Riffle, Administrator S. Klein, DPW Director M. Wagner, City Planner & Community Development Director N. Fuchs and Clerk/Treasurer K. Tarczewski.

1. Call to Order and Pledge of Allegiance

Mayor Bierce called the meeting to order at 6:45 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. After the meeting has been properly convened, the Mayor will announce to all those present the purpose of the meeting and the fact that the Council intends to convene in closed session for the below-delineated purpose. Upon motion duly made and seconded and acted upon by the majority of the members present as required under §19.85(1)(a), Stats., the closed session will take place which may be attended by the Common Council and staff.

The purpose of the meeting is to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is likely to become involved as authorized under §19.85(1)(g), Stats. Specifically to be discussed are issues regarding a proposed Conditional Use Permit for Property Located at N16 W22420 Watertown Road (PWC 0957-986) for a 72-Unit Multiple-Family Apartment Use.

The Board will then reconvene into Open Session for purposes of conducting the regular Common Council meeting including potential additional discussion and/or action on matters discussed in closed session.

**A motion was made and seconded (J. Kara, J. Wamser) to go into closed session at 6:48 p.m.** Motion Passed: 5-For, 0-Against via roll call vote.

3. Adjournment to Regularly Scheduled Meeting

**A motion was made and seconded (B. Dziwulski, J. Kara) to adjourn into the regularly scheduled meeting at 7:05 p.m.** Motion Passed 6-For, 0-Against.

Respectfully Submitted,

Kelly Tarczewski  
Clerk/Treasu



**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 3.3.**

**DATE:** March 1, 2021

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Approve Accounts Payable Listing Dated March 1st, 2021

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

A/P 3-1-2021

| Check Date                     | Check  | Vendor Name                         | Description                         | Amount           |
|--------------------------------|--------|-------------------------------------|-------------------------------------|------------------|
| Bank 100 GENERAL FUND CHECKING |        |                                     |                                     |                  |
| 02/12/2021                     | 246(E) | DIVERSIFIED BENEFIT SERVICES, INC.  | Flex Spend                          | 1,238.51         |
| 02/17/2021                     | 247(E) | DELTA DENTAL                        | Dental Clearing                     | 1,489.40         |
| 02/19/2021                     | 131345 | ADVANCED DISPOSAL                   | HWY HAULING RECYCLABLES             | 48.13            |
|                                |        |                                     |                                     |                  |
| 02/19/2021                     | 131346 | AIRGAS USA                          | FD OXYGEN                           | 79.06            |
|                                |        |                                     | FD OXYGEN                           | 110.24           |
|                                |        |                                     | FD OXYGEN                           | 203.54           |
|                                |        |                                     |                                     | <hr/> 392.84     |
| 02/19/2021                     | 131347 | AMY EICHSTAEDT                      | CRT RESTITUTION CITATION 3W80LF2LJJ | 145.00           |
| 02/19/2021                     | 131348 | ASSESSMENT TECHNOLOGIES LLC         | IT INCIDENT SUPPORT                 | 122.50           |
|                                |        |                                     |                                     |                  |
| 02/19/2021                     | 131349 | AUCA CHICAGO MC LOCKBOX             | HWY UNIFORMS                        | 82.02            |
|                                |        |                                     | HWY UNIFORMS                        | 82.02            |
|                                |        |                                     |                                     | <hr/> 164.04     |
|                                |        |                                     |                                     |                  |
| 02/19/2021                     | 131350 | BANK OF FLOWERS                     | FD FLOWERS                          | 115.00           |
|                                |        |                                     | SW FLOWERS                          | 80.98            |
|                                |        |                                     |                                     | <hr/> 195.98     |
| 02/19/2021                     | 131351 | BARTLETT, SCOTT                     | HWY SAFETY SHOE REIMBURSEMENT 2021  | 121.46           |
| 02/19/2021                     | 131352 | BEVARA BUILDING SERVICES            | CRT RESTITUTION CITATION 3W80NFKDHZ | 2,742.00         |
| 02/19/2021                     | 131353 | BILL SEVERSON                       | 2/16/21 ELECTION                    | 106.25           |
| 02/19/2021                     | 131354 | BRENDA SAWALL                       | 2/16/21 ELECTION                    | 121.13           |
| 02/19/2021                     | 131355 | BUELOW VETTER BUIKEMA OLSON & VLIET | HR LEGAL                            | 90.00            |
| 02/19/2021                     | 131356 | BUMPER TO BUMPER HARTLAND           | HWY WINTER BLADES                   | 39.14            |
| 02/19/2021                     | 131357 | BURKE TRUCK & EQUIPMENT             | HWY PLOW TRUCK                      | 42,224.00        |
| 02/19/2021                     | 131358 | CARLSON DETTMANN CONSULTING         | HR COMPENSATION STUDY INSTALLMENT 1 | 3,200.00         |
| 02/19/2021                     | 131359 | CHARLENE LAPORTA                    | 2/16/21 ELECTION                    | 157.50           |
| 02/19/2021                     | 131360 | CHERYL CARAULIA                     | 2/16/21 ELECTION                    | 121.13           |
| 02/19/2021                     | 131361 | CINTAS CORPORATION #184             | FD MATS                             | 130.41           |
|                                |        |                                     |                                     |                  |
| 02/19/2021                     | 131362 | CITY OF BROOKFIELD                  | SW 4TH QTR 2020 CHARGES             | 13,817.61        |
|                                |        |                                     | SW 4TH QTR TREATMENT CHGS           | 326,801.74       |
|                                |        |                                     |                                     | <hr/> 340,619.35 |
|                                |        |                                     |                                     |                  |
| 02/19/2021                     | 131363 | COMPASS MINERAL                     | HWY SAND AND SALT                   | 30,615.99        |
|                                |        |                                     | HWY SAND AND SALT                   | 29,665.91        |
|                                |        |                                     | HWY SAND AND SALT                   | 1,554.55         |
|                                |        |                                     |                                     | <hr/> 61,836.45  |
|                                |        |                                     |                                     |                  |
| 02/19/2021                     | 131364 | COREY OIL                           | HWY CLEAR DIESEL                    | 1,514.39         |
|                                |        |                                     | HWY UNLEADED GASOLINE               | 830.98           |
|                                |        |                                     | HWY CLEAR DIESEL                    | 1,172.82         |
|                                |        |                                     |                                     | <hr/> 3,518.19   |
|                                |        |                                     |                                     |                  |
| 02/19/2021                     | 131365 | CUMMINS SALES & SERVICE             | SW STILL RIVER LIFT                 | 966.95           |
|                                |        |                                     | SW BROKEN HILL LIFT STATION         | 624.30           |
|                                |        |                                     | SW BLUEMOUND LIFT STATION           | 1,469.82         |
|                                |        |                                     | SW BLUEMOUND LIFT STATION           | 838.88           |
|                                |        |                                     | SW OVERHILL LIFT STATION            | 1,293.56         |
|                                |        |                                     | SW OVERHILL LIFT STATION            | 1,070.42         |

| Check Date | Check  | Vendor Name                 | Description                       | Amount    |
|------------|--------|-----------------------------|-----------------------------------|-----------|
|            |        |                             |                                   | 6,263.93  |
| 02/19/2021 | 131366 | DAN VERZAL                  | 2/16/21 ELECTION                  | 119.00    |
| 02/19/2021 | 131367 | DARLENE WEIS                | 2/16/21 ELECTION                  | 68.00     |
| 02/19/2021 | 131368 | DARRELL STUMPF              | 2/16/21 ELECTION                  | 116.88    |
| 02/19/2021 | 131369 | DAWN KAINÉ                  | 2/16/21 ELECTION                  | 72.25     |
| 02/19/2021 | 131370 | ELLIOTT ACE HARDWARE        | SW BALL VALVE                     | 5.57      |
|            |        |                             | SW FASTENERS, ROD, ROPE           | 9.88      |
|            |        |                             | SW SOFT SOAP                      | 7.18      |
|            |        |                             | SW QUICK SHINE, MOPSTICK, MOPHEAD | 30.17     |
|            |        |                             |                                   | 52.80     |
| 02/19/2021 | 131371 | GERI COEN                   | 2/16/21 ELECTION                  | 42.50     |
| 02/19/2021 | 131372 | GREG PASCUCCI               | 2/16/21 ELECTION                  | 30.00     |
| 02/19/2021 | 131373 | GROTA APPRAISALS LLC        | ASR RESIDENTIAL MODELING SERVICES | 18,750.00 |
| 02/19/2021 | 131374 | HACH COMPANY                | SW WATER TESTING                  | 1,006.31  |
| 02/19/2021 | 131375 | HAWKINS, INC.               | SW CHEMICALS                      | 3,169.28  |
| 02/19/2021 | 131376 | HEIN ELECTRIC SUPPLY        | FD MULTIVAPOR                     | 26.80     |
| 02/19/2021 | 131377 | HERBERT JERKE               | 2/16/21 ELECTION                  | 121.13    |
| 02/19/2021 | 131378 | HUMPHREY SERVICE PARTS, INC | HWY HYDRAULIC HOSE                | 1,257.00  |
|            |        |                             | HWY WINTER BLADE                  | 49.50     |
|            |        |                             | HWY HYDRAULIC HOSE                | 1,130.00  |
|            |        |                             | HWY NEW STUD AND HUB CLEANER TOOL | 12.08     |
|            |        |                             | HWY BELTS                         | 84.22     |
|            |        |                             |                                   | 2,532.80  |
| 02/19/2021 | 131379 | HYDROCORP                   | SW MCC 2 YR                       | 1,084.00  |
| 02/19/2021 | 131380 | JANE KOHL                   | 2/16/21 ELECTION                  | 68.00     |
| 02/19/2021 | 131381 | JASON BERG                  | 2/16/21 ELECTION                  | 121.13    |
| 02/19/2021 | 131382 | JIM ZIEGERT                 | 2/16/21 ELECTION                  | 119.00    |
| 02/19/2021 | 131383 | JUDY HUSCHKA                | 2/16/21 ELECTION                  | 68.00     |
| 02/19/2021 | 131384 | JULIE MOLENDÁ               | 2/16/21 ELECTION                  | 121.13    |
| 02/19/2021 | 131385 | JX ENTERPRISES, INC.        | HWY KIT WATER PUMP                | 219.51    |
| 02/19/2021 | 131386 | KAESTNER AUTO ELECTRIC CO.  | HWY OV LED                        | 246.60    |
|            |        |                             | HWY LENSE                         | 20.97     |
|            |        |                             |                                   | 267.57    |
| 02/19/2021 | 131387 | KATHY STUMPF                | 2/16/21 ELECTION                  | 116.88    |
| 02/19/2021 | 131388 | KAY BLANKENHEIM             | 2/16/21 ELECTION                  | 119.00    |
| 02/19/2021 | 131389 | KWIK TRIP INC.              | FD FUEL                           | 2,896.30  |
| 02/19/2021 | 131390 | LANGE ENTERPRISES, INC      | BLD TILES                         | 181.68    |
| 02/19/2021 | 131391 | LIFE-ASSIST INC             | FD SAFETY RESTOCK                 | 186.43    |
| 02/19/2021 | 131392 | LISA WIMMER                 | 2/16/21 ELECTION                  | 121.13    |
| 02/19/2021 | 131393 | LITHO-CRAFT                 | SW WATER WORKS CHART              | 95.00     |
| 02/19/2021 | 131394 | MARCEY VESCIO               | 2/16/21 ELECTION                  | 125.38    |
| 02/19/2021 | 131395 | MENARDS                     | P&R FAUCET AERATORS               | 12.28     |
|            |        |                             | FD ROOF & GUTTER CABLE            | 81.99     |
|            |        |                             | HWY POST SUPPORT                  | 34.37     |
|            |        |                             | HWY KEROSENE AND GLADE            | 68.82     |
|            |        |                             | HWY POST SUPPORT AND GLOVES       | 58.97     |
|            |        |                             | SW CAULK GUN, SILICONE            | 21.43     |
|            |        |                             |                                   | 277.86    |
| 02/19/2021 | 131396 | MIKE SHERMAN                | 2/16/21 ELECTION                  | 104.13    |
| 02/19/2021 | 131397 | MOLLY HOLLMANN              | 2/16/21 ELECTION                  | 25.50     |

| Check Date | Check  | Vendor Name                        | Description                              | Amount          |
|------------|--------|------------------------------------|------------------------------------------|-----------------|
| 02/19/2021 | 131398 | NAPA                               | FD OIL DRY                               | 87.10           |
|            |        |                                    | FD BLUE DEF                              | 26.74           |
|            |        |                                    | SW OIL FILTER                            | 30.98           |
|            |        |                                    | SW OIL FILTER, ANTIFREEZE                | 90.46           |
|            |        |                                    | SW OIL FILTER, ANTIFREEZE                | 192.69          |
|            |        |                                    | SW SPARK PLUG, AIR FILTER                | 38.13           |
|            |        |                                    |                                          | <u>466.10</u>   |
| 02/19/2021 | 131399 | NATALIE SARTELL                    | 2/16/21 ELECTION                         | 121.13          |
| 02/19/2021 | 131400 | NEENAH FOUNDRY COMPANY             | HWY CATCH BASIN MAINT.                   | 663.00          |
| 02/19/2021 | 131401 | PAM KNOLL                          | 2/16/21 ELECTION                         | 157.50          |
| 02/19/2021 | 131402 | PARTNER2LEARN, LLC                 | HR STRENGTHS COACHING                    | 2,400.00        |
|            |        |                                    | HR STRENGTHS COACHING                    | 3,051.90        |
|            |        |                                    |                                          | <u>5,451.90</u> |
| 02/19/2021 | 131403 | PAT DANIELS                        | 2/16/21 ELECTION                         | 121.13          |
| 02/19/2021 | 131404 | PAULA SLESAR                       | 2/16/21 ELECTION                         | 25.50           |
| 02/19/2021 | 131405 | POMP'S TIRE SERVICE, INC.          | FD TIRES                                 | 2,010.40        |
| 02/19/2021 | 131406 | PREMIUM WATERS, INC                | HWY WATER                                | 61.50           |
| 02/19/2021 | 131407 | PROHEALTH CARE MEDICAL ASSOCIATES  | HR EXAMS                                 | 50.00           |
|            |        |                                    | HR EXAMS                                 | 35.00           |
|            |        |                                    |                                          | <u>85.00</u>    |
| 02/19/2021 | 131408 | RANDY GASCOIGNE                    | 2/16/21 ELECTION                         | 51.00           |
| 02/19/2021 | 131409 | RUEKERT & MIELKE, INC.             | SW PAUL ROAD WATER MAIN RELAY DESIGN SER | 1,280.00        |
| 02/19/2021 | 131410 | SAN-A-CARE                         | FD COVID PROFESSIONAL SPRAYER            | 865.01          |
| 02/19/2021 | 131411 | SHARON BERNER                      | 2/16/21 ELECTION                         | 51.00           |
| 02/19/2021 | 131412 | SHAWNS DEER PICK UP                | HWY DEER PICKUP                          | 420.00          |
| 02/19/2021 | 131413 | SHIRLEY ROGAHN                     | 2/16/21 ELECTION                         | 119.00          |
| 02/19/2021 | 131414 | TOM LAZAR                          | 2/16/21 ELECTION                         | 25.50           |
| 02/19/2021 | 131415 | TONY FOWLER                        | 2/16/21 ELECTION                         | 121.13          |
| 02/19/2021 | 131416 | USA BLUEBOOK                       | SW HYDRANT RATCHET WRENCH                | 164.47          |
| 02/19/2021 | 131417 | VAL ANDERSON                       | 2/16/21 ELECTION                         | 25.50           |
| 02/19/2021 | 131418 | VERIZON                            | SW TELEPHONE/SCADA                       | 334.74          |
| 02/19/2021 | 131419 | VISU-SEWER                         | FINAL PMT ROCKWOOD DRIVE 26-10106.200    | 2,477.29        |
| 02/19/2021 | 131420 | WAUKESHA CO TREASURER              | POL CONTRACT FOR POLICE SERVICES         | 248,986.29      |
| 02/19/2021 | 131421 | WI DEPT OF JUSTICE-TIME            | POL TIME ACCESS                          | 180.00          |
| 02/19/2021 | 131422 | XEROX CORPORATION                  | SW METER USAGE                           | 237.47          |
| 02/19/2021 | 248(E) | DIVERSIFIED BENEFIT SERVICES, INC. | Flex Spend                               | 4,137.37        |
| 02/19/2021 | 251(E) | ADP, LLC                           |                                          | 360.12          |
| 02/24/2021 | 249(E) | DELTA DENTAL                       | Dental Clearing                          | 970.80          |
|            |        |                                    |                                          | <u>370.88</u>   |
|            |        |                                    |                                          | 1,341.68        |
| 02/25/2021 | 131423 | ALEJANDRO VARGAS                   | 0865013 2020 TAX REFUND                  | 129.98          |
| 02/25/2021 | 131424 | ATV/UTV RENEWAL PROCESSING CTR     | ATV 2021 RENEWAL                         | 5.00            |
| 02/25/2021 | 131425 | BATTERIES PLUS LLC                 | SW 12V BATTERY                           | 21.95           |
| 02/25/2021 | 131426 | CANADIAN PACIFIC RAILWAY           | ENG CULVERTS UNDERNEATH THE TRACK        | 87,480.00       |
| 02/25/2021 | 131427 | COSTCO MEMBERSHIP                  | APRIL 2021 RENEWAL                       | 60.00           |
| 02/25/2021 | 131428 | DIGGERS HOTLINE                    | SW DIGGERS HOTLINE                       | 3,244.90        |
| 02/25/2021 | 131429 | DIVERSIFIED BENEFIT SERVICES, INC. | FEBRUARY HRA                             | 309.71          |
|            |        |                                    | FEBRUARY FLEX                            | 296.00          |
|            |        |                                    |                                          | <u>605.71</u>   |

| Check Date | Check   | Vendor Name                        | Description                      | Amount     |
|------------|---------|------------------------------------|----------------------------------|------------|
| 02/25/2021 | 131430  | ELEVITY                            | IT REMOTE MAINTENANCE            | 4,360.00   |
| 02/25/2021 | 131431  | FIRE SAFETY USA, INC.              | FD FIRE ENGINE                   | 272,728.00 |
| 02/25/2021 | 131432  | HEARTLAND BUSINESS SYSTEMS         | IT NETWORK MONITORING SUPPORT    | 92.00      |
| 02/25/2021 | 131433  | HORWATH BUILDERS                   | BLD 180693 EROSION BOND REFUND   | 2,000.00   |
| 02/25/2021 | 131434  | HURD, AMI                          | CT FEB MILEAGE REIMBURSEMENT     | 14.56      |
| 02/25/2021 | 131435  | JOHN'S DISPOSAL SERVICE            | ENG JANUARY LANDFILL CHARGES     | 14,346.07  |
|            |         |                                    |                                  |            |
| 02/25/2021 | 131436  | LAWN BOYZ CUSTOM CARE              | CT PILGRIMS REST CONTRACT        | 2,460.63   |
|            |         |                                    | PILGRIMS REST CONTRACT           | 2,410.63   |
|            |         |                                    |                                  | <hr/>      |
|            |         |                                    |                                  | 4,871.26   |
|            |         |                                    |                                  |            |
| 02/25/2021 | 131437  | MASTERGRAPHICS                     | ENG INK CARTRIDGE                | 617.96     |
| 02/25/2021 | 131438  | MENARDS                            | HR SALT                          | 278.81     |
| 02/25/2021 | 131439  | OCCUPATIONAL HEALTH CENTERS OF THE | HR EXAMS                         | 185.00     |
| 02/25/2021 | 131440  | OFFICE COPYING EQUIPMENT, LTD      | CT SHARP 7580N CONTRACT          | 187.98     |
| 02/25/2021 | 131441  | OFFICE DEPOT                       | CT SUPPLIES                      | 449.80     |
| 02/25/2021 | 131442  | USA BLUEBOOK                       | SW HYDRANT RATCHET WRENCH HANDLE | 154.95     |
| 02/25/2021 | 131443  | WISCONSIN LEGAL BLANK              | CT ELECTION NUMBERS              | 146.15     |
| 02/25/2021 | 252 (E) | ADP, LLC                           |                                  | <hr/>      |
|            |         |                                    |                                  | 1,525.00   |

100 TOTALS:

Total of 105 Disbursements:1,161,358.53

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 4.**

**DATE:** March 1, 2021

**DEPARTMENT:** Planning

**PROVIDED BY:**

***SUBJECT:***

Presentation of the Community Development and Building Services Annual Report for 2020 [Fuchs]

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

2020 Annual Report



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## **Community Development & Building Services Annual Report: 2020**

### **Prepared for:**

Mayor Steve Bierce  
City of Pewaukee Common Council  
City of Pewaukee Plan Commission

### **Prepared by:**

Nick Fuchs, Planner & Community Development Director  
Ami Hurd, Deputy Clerk & Community Development Coordinator  
Building Services – Shawn Olson, Barb Tisoris, Randy Romens, Corry Eifert, Charlie Dwyer

***City of Pewaukee Purpose Statement:*** It is our purpose to sustain a safe, fiscally sound, and thriving community for City of Pewaukee residents, businesses, property owners, and visitors.

## **Part 1: Community Development**

### **INTRODUCTION**

The City of Pewaukee's Community Development Department oversees planning, zoning, and nonresidential development activities and is responsible for administration of the City of Pewaukee's Zoning Code and implementation of the City's Comprehensive Master Plan. A primary responsibility of the Department is to coordinate development applications and submittals with other City departments, boards, commissions, and public officials.

Other responsibilities include: assisting with the preparation of resolutions and ordinances; Conditional Use Permits; municipal code amendments, primarily related to Chapter 17 Zoning; review of new home and other building permits; review and approval of Business Plan of Operation Applications and Sign Permits; providing zoning letters; and assisting with complaints and property maintenance enforcement issues.

The Department also provides staff support to the Plan Commission and assists the Clerk's Office with the Zoning Board of Appeals. Further, the Community Development Department serves as the economic development arm of the City and acts as a liaison for businesses and property owners. Generally, the Department strives to be responsive and provide information to the general public, businesses, and property owners in a timely manner.

This report provides a summary of the Community Development Department's activities during **2020** related to the review of permits and applications, special projects, and community growth issues. To put



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the activity in some perspective, this report also contains a table outlining quantities for different permit types from previous years. Please note that this is not a comprehensive list of projects, applications, reviews, or undertakings of the Department.

Going into 2021, the Department has set the following Department Goals:

- Start the Zoning Code update/rewrite process
- Continue future land use reviews
- Continue to develop process efficiencies
- Promote the development of certain key sites within the City
- Explore opportunities to implement elements of the Propelling Pewaukee Sustainability Plan
- Assist in the planning and fundraising efforts for an all-inclusive playground and splash pad at the Pewaukee Sports Complex

## **ZONING AND LAND DIVISION ACTIVITIES**

### **Municipal Code Amendments**

The following Zoning Code amendments were brought forward in 2020. The removal of appendices and the building height modification for multi-story buildings were requested by staff. The amendment to the City's Sign Code section was requested by a business owner and sign company and the amendment to increase the allowed height for single-family and two-family structures was requested by a developer. The Common Council's action on each item is noted below.

- Removal of appendices. Approved by the Common Council at their July 20, 2020 meeting.
- Sign Code Amendment to allow limited use of electronic message board signs. Denied by the Common Council at their July 20, 2020 meeting.
- Plan Commission allowance to increase the height of multi-family buildings. Denied by the Common Council at their December 21, 2020 meeting.
- Plan Commission allowance to increase the height of single-family and two-family dwellings. Approved by the Common Council at their December 21, 2020 meeting.

### **Comprehensive Master Plan Amendments**

Two developments in 2020 were brought forward that, as part of a rezoning request, required an amendment to the future land use designation of the Year 2050 Land Use/Transportation map. Note Comprehensive Master Plan Amendments are required by State Statute at the time of rezoning to provide consistency between the zoning and future land use of a property.

The Arce Handyman development proposed to subdivide and rezone a property along Bluemound Road, for future residential and industrial use. The property also contained wetlands. As such, a Comprehensive Master Plan Amendment Application was submitted to change portions of the site from



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Manufacturing/Fabrication/Warehousing to Medium Density Residential or Flood Plains, Lowland & Upland Conservancy, and Other Natural Areas.

The Green Acres, LLC project, also located on Bluemound Road, rezoned a residential property to B-4 Office District for the construction of a two-story office building.

**Rezoning**

In addition to the two projects noted above, the following developments included a request to rezone the property.

- Raabe swimming pool
- Zignego Corporation repair facility
- Waukesha County Pewaukee to Brookfield Trail

**Land Divisions and Combinations (Certified Survey Maps and Plats)**

Often property owners or developers propose to subdivide existing parcels or combine multiple properties into a single lot. Minor land divisions (4 lots or less) may be done via Certified Survey Map, while creating 5 or more lots requires review and approval of a Preliminary and Final Plat. Note the City also reviews Condominium Plats.

**Certified Survey Maps**

- Arce Handyman, LLC
- Green Acres, LLC
- Lindner Logistics
- Zignego Corporation
- Swan View Farms
- Pewaukee 16-94 South
- Century Fence

**Plats**

- Swan View Farms Final Plat

**Conditional Use Permits**

Conditional Use Permits are required for certain uses based upon individual zoning districts. The Zoning Code also allows unspecified uses to be reviewed through the Conditional Use process. Applicants must present substantial evidence that the use is appropriate within a zoning district and the City must present substantial evidence in granting or denying the proposed use. Below are Conditional Uses that were approved in 2020.

- Precision Diagnostics
- Hanrahan's Small Engine
- Arce Handyman, LLC
- The Waters senior living community
- Valor Aquaponics
- Michael's House of Prime
- Zignego Corporation



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### Conceptual Reviews

Concept Reviews allow applicants to discuss a potential development with the Plan Commission and receive preliminary input. This process step is optional, but for larger developments or if a rezoning or Comprehensive Master Plan Amendment is needed a concept review is typically encouraged. Applicants generally are supportive and want to take advantage of this opportunity and process, prior to investing significant time and money on site and building plans.

### Site & Building Plans

New developments and more significant additions or remodeling projects require a Site & Building Plan Application and review and approval by the Plan Commission. At times, for more minor projects, staff will require a Minor Site Plan Amendment Application, which then gets routed to different departments for review, but only requires staff approval. Below are Plan Commission reviewed Site & Building Plan Applications for 2020.

- Arce Handyman, LLC
- Interstate Partners Green Road Commerce Center
- Green Acres, LLC office building
- Waukesha County Pewaukee to Brookfield trail
- Pewaukee 16-94 South industrial building
- Zignego repair facility
- Lindner Logistics building addition
- Waukesha Gun Club shooting structure

A few of these projects are featured below.



*Green Acres, LLC office building (Briohn Building)*  
*Approximately N28W25206 Bluemound Road*  
*24,000 square foot building*



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*Pewaukee 16-94 South (Briohn Building)  
Approximately N17W25045 Bluemound Road  
217,982 square foot speculative industrial building*



*Zignego Corporation  
W226N2940, W226N2966, and W226N2974 Duplainville Road  
24,800 square foot repair facility*



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### **Variances**

Variance requests are heard by the Zoning Board of Appeals (ZBA), which is primarily staffed by the Clerk's Office. Individual projects and requests are reviewed by the City Planner. In 2020, the following four variance requests were reviewed by the City Planner and ZBA.

- Reisner
- Bullerjahn
- Sciborski
- Waukesha County Pewaukee to Brookfield Trail

### **Zoning Compliance Letters**

Zoning letter requests range anywhere from simply identifying the current zoning of a property to a time consuming investigation of previous approvals and the history of a property. Approximately 13 letters were written in 2020.

### **Development Review Team Meetings**

At these monthly meetings, applicants meet with staff to discuss their projects in detail. This is an important and valuable step in the process and allows applicants to revise plans prior to Plan Commission to address staff concerns and any code issues. Following these meetings, applicants submit final plans for review and staff prepares a report for the Plan Commission that includes staff's final comments and recommendations.

## **ECONOMIC DEVELOPMENT**

Staff's approach to economic development, includes meeting with developers, businesses, and property owners as needed to work through property and development issues to potentially make a development project or business location feasible in Pewaukee. This is done on an almost daily basis.

Further, as time permits, Staff attends special events, such as ground breakings, grand openings, and networking events. 2020 was an odd year due to COVID-19. Some events were not held or canceled; however, some conferences did continue under a virtual format. Unfortunately, networking is not very feasible in a virtual conference setting. With that said, below are several events attended, either in-person or virtually, in 2020.

- Pewaukee Chamber of Commerce Annual Meeting
- Waukesha County Cooperation Council Meetings
- League of Wisconsin Municipalities Annual Conference
- Regional Transit Leadership Council Fall Symposium
- Waukesha County Business Alliance Annual Meeting
- Waukesha County Business Alliance Workforce Transportation & Housing



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## **OTHER PLANNING ACTIVITIES**

In addition to the tasks above, on a daily basis staff will answer questions from residents, business owners, developers, and brokers. Staff is also continually reviewing future land uses and ordinances and proposing changes or initiating further discussions as may be needed. Finally, Community Development staff is also responsible for updating and distributing the State required annual Housing Affordability Report and New Housing Fee Report.

## **Part 2: Building Services**

### **INTRODUCTION**

The Building Services Department reviews, processes, and issues building related permits for both residential and nonresidential development. The Department handles all permit types including new Residential and Commercial Building Permits, building additions and remodels, plumbing permits, electrical permits, and HVAC permits. The Department also issues Zoning Permits, Business Plan of Operations Applications, and Sign Permits.

In addition, Building Services investigates and responds to all property maintenance complaints.

Building Services staff also fulfills the agreement with the Village of Pewaukee, providing the Village with Inspection and Property Maintenance services. In 2020, the City received \$1,000 per month to cover administrative services and 60% of the permit fees. For 2020, this total \$129,225.35.

It should be noted that staff renegotiated the agreement with the Village, which will go into effect starting 2021. The new terms of the agreement include an increase in the monthly administrative services fee to \$1,200 per month and the City will now receive 65% of all permit fees.

Going into 2021, the Department has set the following Department Goals:

- Continue providing a high level of customer service
- Inspections scheduled within 24 hours
- Residential plan reviews completed and permits issued within 10 business days
- Complaints reviewed and inspected within one week
- Implementation of new Building Permit software
- Become a Delegated Community and shorten review time frames
- Review and revise job descriptions as may be necessary



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## PERMITS

### Business Plan of Operations

Permitted Uses within zoning districts require a Business Plan of Operations Application to ensure a particular use is allowed and compliant with the zoning district standards.

### Building Permits

Despite the pandemic, 2020 continued to show relatively high activity levels in permitting with 1,761 permits issued in total. A further breakdown can be found in the table at the end of this report.

## CODE ENFORCEMENT/PROPERTY MAINTENANCE

The City responded to and enforced as necessary on 57 code enforcement and property maintenance complaints in 2020.

## OTHER BUILDING SERVICES ACTIVITIES

Related to the Department's focus on customer service, significant time is spent answering resident inquiries and questions from contractors in a timely manner. Anecdotally, it's safe to say the Building Services phone is consistently ringing. The office takes roughly 100 or more calls per day on average.

Residents, contractors, business owners, etc. also frequently stop in the office to seek assistance from staff.

## ANTICIPATED PROJECTS IN 2021

Major projects envisioned for the Community Development and Building Services Departments in 2021 include:

### Community Development

- Review of current and incoming projects and applications. Submittals already under review in 2021 include:
  - Interstate Partners Green Road Commerce Center development
  - Team Chudy, LLC Conditional Use
  - River Edge Apartments Conditional Use
  - Badgerland Supply Site & Building Plan Review
  - The Glen at Parkway Ridge building elevations and tree mitigation plan
  - Waukesha Gun Club Site & Building Plans
- Zoning and Municipal Code amendments



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o Accessory Structures

- o Rs-7 District sprinkler requirements
- o Revisions to the Special Event ordinances (in partnership with the Clerk's Office)
- o The addition of a short-term rental ordinance (in partnership with the Clerk's Office)
- o The addition of a historic preservation ordinance (in partnership with the Clerk's Office)
- o Elimination of the requirement for Outdoor Entertainment Permits (in partnership with the Clerk's Office)

Building Services

- With the approval of the Swan View Farms subdivision development (83 lots) and the Cardinal Meadows subdivision (24 lots) it is anticipated that 2020 will include an increasing number of Building Permits for new single-family homes.
- It is also anticipated that Neumann Developments will be submitting for Building Permits for The Glen at Parkway Ridge Condominium Development (40 units) in 2020.
- The Waters senior living community (161 units) is planned to break ground in 2020 as well.

**SUMMARY**

Below is a table that summarizes the quantity of application types and activities over a 3 year period for both the Community Development Department and Building Services. It can be noted that a project submitted to the Department may often consist of a number of separate applications. For example, a single project could include a certified survey map, conditional use, and rezoning. The Department tracks all applications within a project separately.



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| <b>Community Development Department</b>                                                                          | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> |
|------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|
| Chapter 17 Zoning Code Amendments                                                                                | 5           | 1           | 0           | 3           |
| Other Municipal Code Amendments                                                                                  | 0           | 1           | 0           | 0           |
| Comprehensive Master Plan Amendments                                                                             | 0           | 0           | 6           | 2           |
| Rezoning Applications                                                                                            | 4           | 9           | 14          | 6           |
| Certified Survey Maps/Land Combinations                                                                          | 6           | 10          | 18          | 7           |
| Preliminary Plats                                                                                                | 0           | 4           | 2           | 0           |
| Final Plats                                                                                                      | 0           | 1           | 0           | 1           |
| Conditional Use/Planned Development Districts                                                                    | 0           | 0           | 1           | 0           |
| Conditional Use Permits                                                                                          | 3           | 7           | 7           | 6           |
| Conditional Use Amendments                                                                                       | 0           | 0           | 0           | 0           |
| Conceptual Reviews                                                                                               | 6           | 8           | 3           | 0           |
| Site Plans & Site Plan Amendments                                                                                | 7           | 11          | 10          | 10          |
| Minor Site Plan Amendments                                                                                       | 0           | 1           | 0           | 0           |
| Right of Way Vacations                                                                                           | 0           | 0           | 1           | 0           |
| Variances                                                                                                        | 3           | 3           | 7           | 4           |
| Zoning Board of Appeals meetings                                                                                 | 3           | 3           | 8           | 4           |
| Zoning Compliance Letters                                                                                        | -           | 2           | 6           | 13          |
| Plan Commission meetings                                                                                         | 8           | 12          | 11          | 9           |
| Common Council meetings                                                                                          | 23          | 23          | 25          | 14          |
| Miscellaneous (general planning and land use discussions, Plan Commission determinations, kennel licenses, etc.) | 17          | 7           | 6           | 15          |
| Special Events (grand openings, ground breakings, Chamber of Commerce events, conferences, etc.)                 | -           | 2           | 4           | 6           |
|                                                                                                                  |             |             |             |             |
| <b>Building Services Department</b>                                                                              | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> |
| Chapter 14 Building Code Amendments                                                                              | 0           | 1           | 0           | 0           |
| Business Plan of Operation Applications                                                                          | 51          | 45          | 38          | 18          |
| Building Permits (does not include new homes)                                                                    | 341         | 297         | 325         | 336         |
| Building Permits - New Homes                                                                                     | 69          | 45          | 36          | 35          |
| Culvert Permits                                                                                                  | 2           | 4           | 7           | 1           |
| Electrical Permits                                                                                               | 510         | 534         | 570         | 506         |
| Erosion Control                                                                                                  | 78          | 51          | 46          | 39          |
| HVAC Permits                                                                                                     | 361         | 347         | 343         | 323         |
| Plumbing Permits                                                                                                 | 489         | 423         | 396         | 384         |
| Sign Permits                                                                                                     | 23          | 20          | 32          | 31          |
| Zoning Permits                                                                                                   | 47          | 48          | 47          | 71          |
| Complaints/Enforcements, including Building and Zoning                                                           | 115         | 124         | 117         | 57          |

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 5.**

**DATE:** March 1, 2021

**DEPARTMENT:** Public Works

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action to Establish the 2021 Residential Paving Assessment Cap at \$2,756.00 Per Parcel / Home [Wagner]

***BACKGROUND:***

The City has a long standing policy to recover the costs to pave streets through special assessments to the properties that abut the street paving. The City also has a policy of limiting the maximum amount of the special assessment for residential properties; non-residential properties are required to pay the full share of the special assessment. Each year the residential paving assessment is adjusted for inflation based on a construction cost index published in the magazine *American City and County*. As such, it is necessary to adjust the cap according to our policy, and we would recommend the 2021 rate at \$2,756.00, calculated as follows:

|           |         |                   |
|-----------|---------|-------------------|
| 2007 rate | \$1,865 | (3.6% increase)   |
| 2008 rate | \$1,906 | (2.2% increase)   |
| 2009 rate | \$2,026 | (6.3% increase)   |
| 2010 rate | \$2,014 | (0.6% decrease)   |
| 2011 rate | \$2,099 | (4.2% increase)   |
| 2012 rate | \$2,175 | (3.6% increase)   |
| 2013 rate | \$2,225 | (2.3% increase)   |
| 2014 rate | \$2,284 | (2.64% increase)  |
| 2015 rate | \$2,349 | (2.86% increase)  |
| 2016 rate | \$2,387 | (1.6% increase)   |
| 2017 rate | \$2,481 | (3.922% increase) |
| 2018 rate | \$2,562 | (3.254% increase) |
| 2019 rate | \$2,639 | (2.998% increase) |
| 2020 rate | \$2,684 | (1.69% increase)  |
| 2021 rate | \$2,756 | (2.67% increase)  |

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

Common Council establish the 2021 residential paving assessment cap at \$2,756.00 per parcel/home, an increase of 2.67%.

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 6.**

**DATE:** March 1, 2021

**DEPARTMENT:** PW - Engineering

**PROVIDED BY:** Magdelene Wagner

***SUBJECT:***

Discussion and Possible Action to Concur with the Engineer's Recommendation of a 42-Foot Roadway Width for Joseph Road [Wagner]

***BACKGROUND:***

Joseph Road is a commercial roadway off Redford Boulevard. This roadway is severely deteriorated and the City approved moving this project into the 2021 Road Program for reconstruction as part of the budget process. Joseph Road is home to older commercial/industrial businesses with large loading docks facing Joseph Road. See the attached location map.

Commercial roadways in the City typically have an urban cross section (curb and gutter) and a total width of 34 feet back of curb to back of curb which results in 14.5 foot lanes. When laying out this typical cross section on Joseph Road, we had a concern about the truck traffic movements due to the location of the loading docks. We asked our consultants to review these truck turning movements and determined the width of 34 feet is not wide enough for the required truck turning movements. See the attached drawing labeled Truck Turning 34 feet.

We then asked the consultant to review what width is needed to accommodate the truck turning movements. It was determined Joseph Road needed to be 42 feet back of curb to back of curb. This results in a pavement width of 18.5 feet. This width allows truck turning movements without extending beyond the curb and damaging the terrace areas. See attached drawing labeled Truck Turning 42 feet. This results in a pavement width 8 feet wider than our standard cross section.

We are recommending the Common Council concur with the Engineering recommendations for a non-standard width of 42 feet back of curb to back of curb for Joseph Road due to the extenuating circumstances of the businesses adjacent to this roadway.

***FINANCIAL IMPACT:***

We have calculated a preliminary estimate and anticipate the additional 8 feet of pavement will result in approximately \$95,000 of additional costs for the project. Since the adjacent properties are all non-residential, they will pay 100% of the road project.

***RECOMMENDED MOTION:***

Common Council to concur with the Engineer's recommendation of a 42 feet roadway width for Joseph Road.

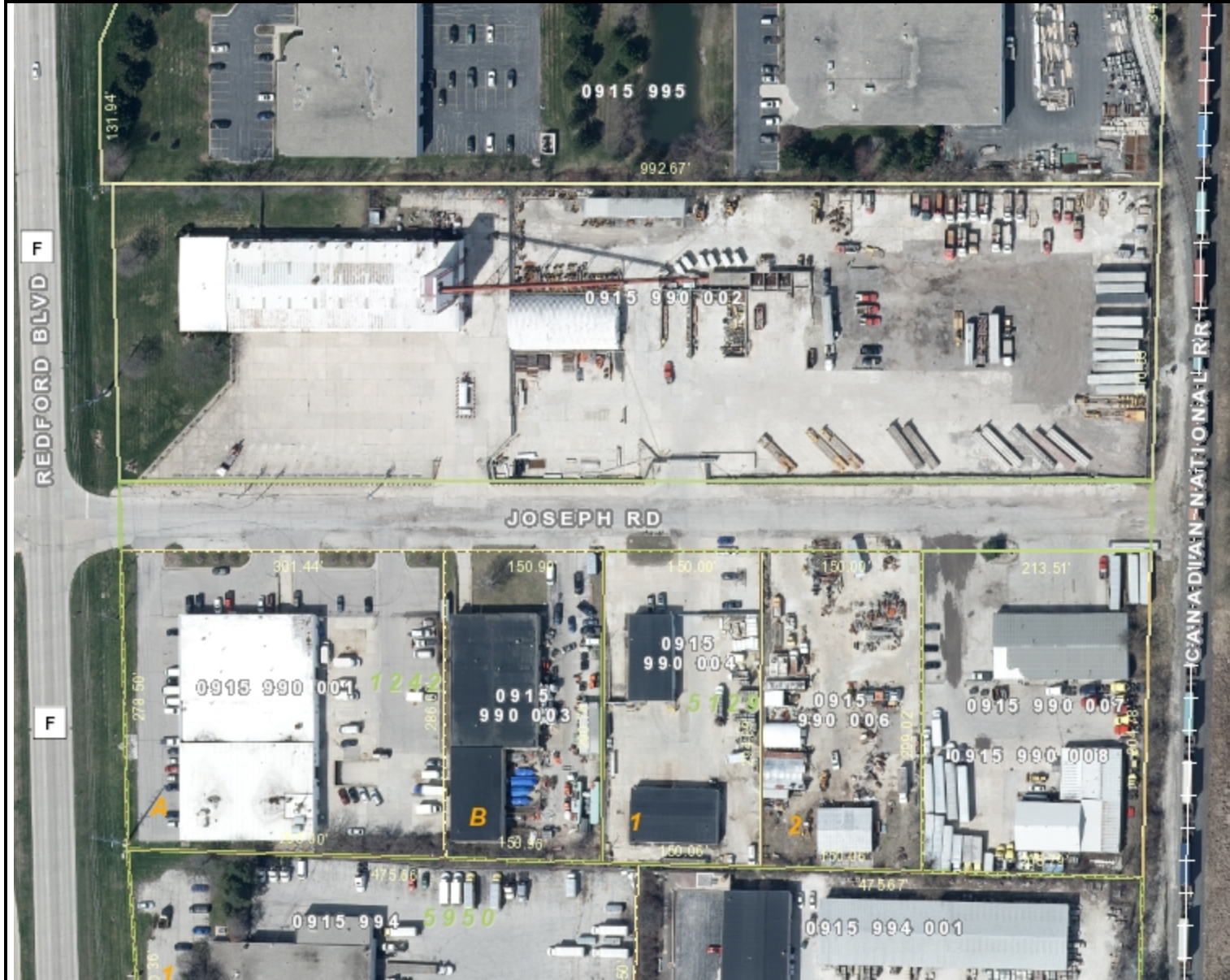
**ATTACHMENTS:**

**Description**

Location Map

Truck Turning 34 feet

Truck Turning 42 feet



## Legend

- Municipal Boundary\_2K
- FacilitySites\_2K\_Labels
- Lots\_2K
  - Lot
  - Unit
  - General Common Element
  - Outlot
- SimultaneousConveyance
  - Assessor Plat
  - CSM
  - Condominium
  - Subdivision
- Cartoline\_2K
  - <all other values>
  - EA-Easement\_Line
  - PL-DA
  - PL-Extended\_Tie\_line
  - PL-Meander\_Line
  - PL-Note
  - PL-Tie
  - PL-Tie\_Line
- Road Centerlines\_2K
- Railroad\_2K
- TaxParcel\_2K
- Waterbodies\_2K\_Labels
- Waterlines\_2K\_Labels

0 146.19 Feet

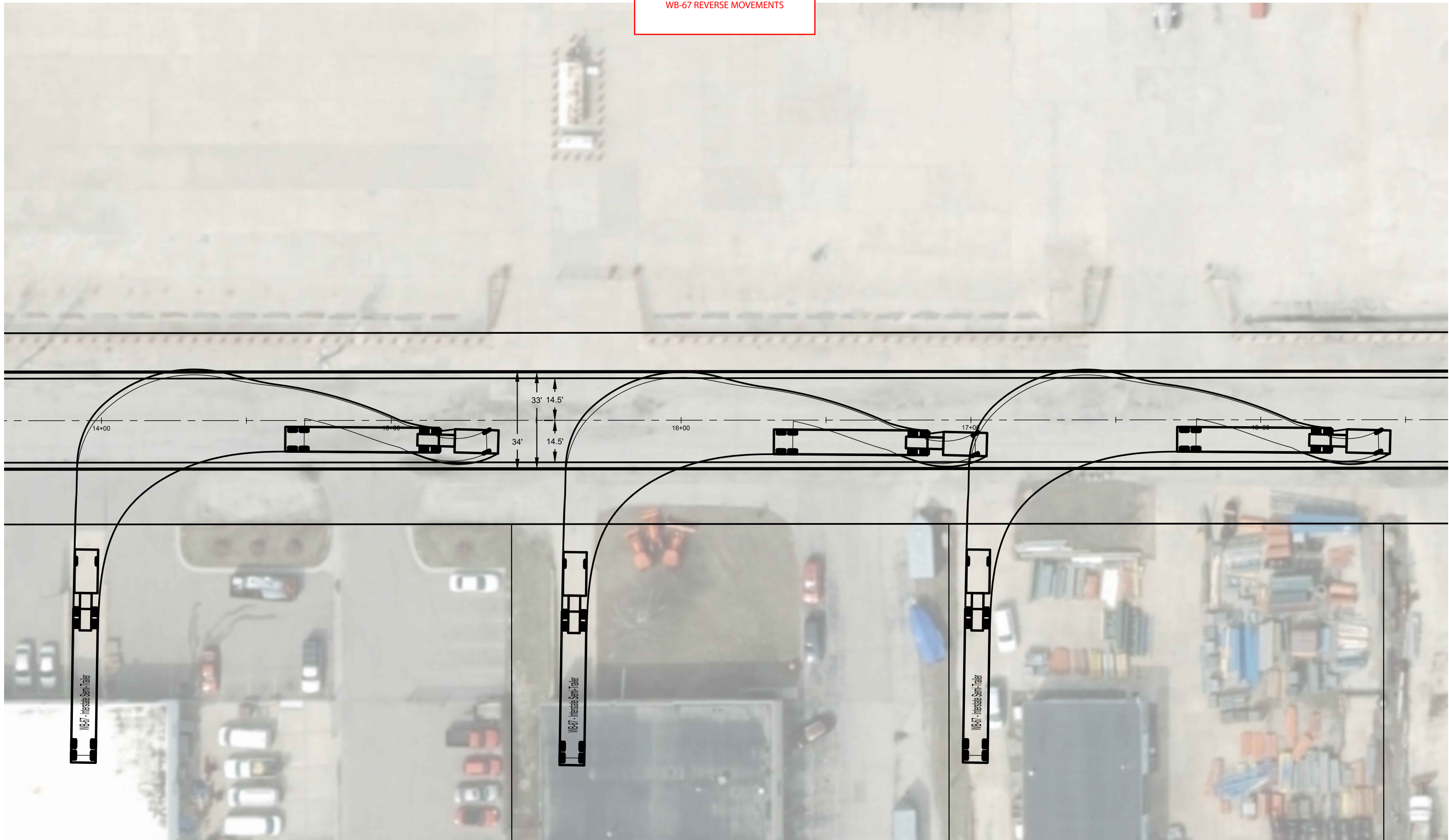
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## Notes:

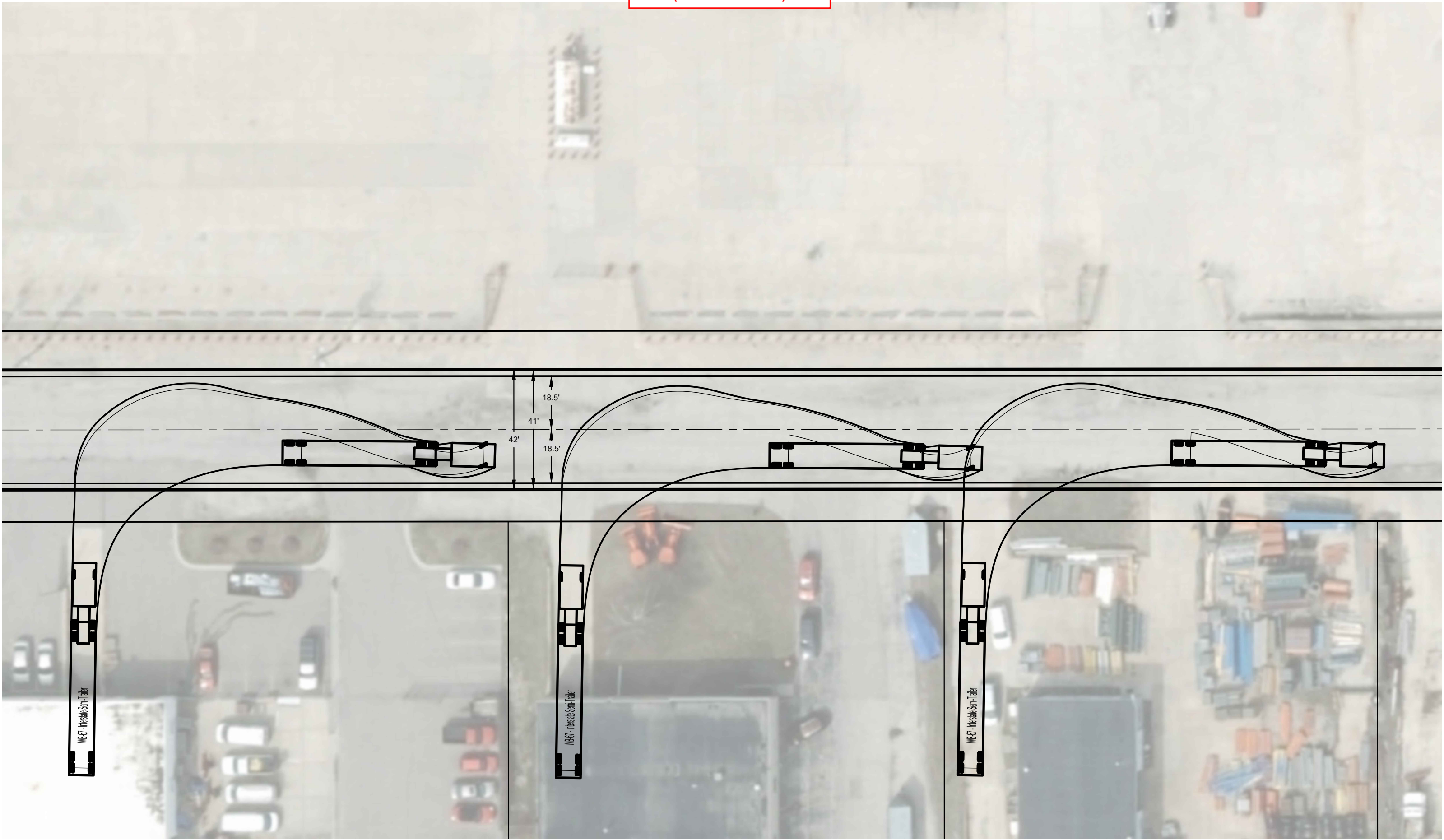
Printed: 2/25/2021



WB-67 REVERSE MOVEMENTS



**WB-67 REVERSE MOVEMENTS  
(42' WIDE ROADWAY)**



**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM 7.**

**DATE:** March 1, 2021

**DEPARTMENT:** Public Works

**PROVIDED BY:** Magdelene Wagner

***SUBJECT:***

Discussion and Possible Action to Enact the 2021 Spring Weight Limits Beginning March 8, 2021 at 6:00 a.m. [Wagner]

***BACKGROUND:***

The City of Pewaukee will impose spring weight limit restrictions on city streets, with enforcement beginning at 6:00 a.m. on Monday, March 8, 2021, and ending at 6:00 p.m. on Friday, March 21, 2021. Depending on weather conditions, the March 21<sup>st</sup> end date may be extended upon 48 hours advanced notice posted on the City of Pewaukee website ([cityofpewaukee.wi.us](http://cityofpewaukee.wi.us)).

Spring weight restrictions will be effective for the following streets:

Weyer Road  
Lindsay Road  
Green Road  
Swan Road  
Yench Road (both sections)  
Glacier Road  
Ishnala Trail  
Sherwood Forest Drive & Nottingham Drive  
Northview Road  
Watertown Road (North Avenue to Springdale Rd)

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

Common Council enacts the 2021 Spring Weight Limits beginning March 8, 2021 at 6:00 am.

**CITY OF PEWAUKEE  
COMMON COUNCIL AGENDA ITEM •**

**DATE:** March 1, 2021

**DEPARTMENT:** PW - Water/Sewer

**PROVIDED BY:**

***SUBJECT:***

§19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically related to Waukesha Water Utility's Well #10.

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***