



Planning Department

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

VIRTUAL ONLY
PLAN COMMISSION
MEETING NOTICE AND AGENDA
Thursday, February 18, 2021
7:00 PM
VIRTUAL ONLY

-
1. Call to Order and Pledge of Allegiance
 2. Discussion and Action Regarding Approval of the December 17, 2020 Meeting Minutes
 3. Discussion and Action Regarding the Site and Building Plans for Waukesha Gun Club Located at N22 W23170 Watertown Road for the Purpose of Building a Five-Stand Shooting Structure (PWC 0920997, PWC 0920998, PWC 0920999)
 4. Discussion Regarding the Community Development and Building Services Annual Report for 2020
 5. Adjournment

Ami Hurd
Deputy Clerk

2/11/2021

NOTICE

Due to City Hall being closed to the public due to the COVID virus, this meeting will only be held virtually.

To attend this meeting virtually or by phone please contact Nick Fuchs, City Planner, 262-691-6007, fuchs@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 City Planner, Nick Fuchs, at (262) 691-6007 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE
PLAN COMMISSION AGENDA ITEM 2.**

DATE: February 18, 2021

DEPARTMENT: Planning

PROVIDED BY:

SUBJECT:

Discussion and Action Regarding Approval of the December 17, 2020 Meeting Minutes

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

12.17.20 Minutes

In attendance:

Mayor S. Bierce, Alderman B. Bergman, D. Kiser, D. Linsmeier, S. Sullivan and C. Wunder.

Also in attendance:

City Planner & Community Development Director N. Fuchs, Administrator S. Klein, Department of Public Works Director M. Wagner and Deputy Clerk A. Hurd.

1. Call to Order and Pledge of Allegiance

Chairman Bierce called the meeting to order at 7:00pm and requested everyone stand for the Pledge of Allegiance.

2. Discussion and Action Regarding the Site and Building Plans for Waukesha Gun Club Located at N22 W23170 Watertown Road for the Purpose of Building a Five-Stand Shooting Structure (PWC 0920997, PWC 0920998, PWC 0920999)

Mr. Fuchs stated the applicant was not ready to move forward and he recommended tabling the item indefinitely.

A motion was made and seconded (D. Kiser, S. Sullivan) to table the item indefinitely. Motion Passed: 6-For, 0-Against.

3. Discussion and Action Regarding a Certified Survey Map for the Century Fence Company Located at Approximately 1300 Hickory Street in Order to Combine 2.07 Acres of City of Pewaukee Vacant Land With an 11.43 Acre Parcel in the Village of Pewaukee (PWC 0921997003 & PWV 0921995)

Mr. Fuchs stated the applicant was looking to combine the two properties with a total acreage of 13.55 acres. The larger parcel contains the Century Fence building and main office within the Village of Pewaukee, and the smaller outlot is within City. The CSM will require both City and Village approval.

The proposed use for the City portion of the land will be outdoor storage. They have no current plans for buildings, although that could change in the future.

Mr. Fuchs recommended approval, noting there were three conditions in the staff report. The previous lot line must be labeled as the lot line to be removed, the 25-foot wetland setback must be accurately depicted, and the name of the Plan Commission Secretary must be changed.

Ms. Wagner added that the legal description has errors on page 2, paragraph 3, line 5. It is listed as 388.7 feet from the northeast corner, but it should be the northwest corner. In Line 7, it lists south 89 degrees, 58 minutes, but it should be north 89 degrees, 58 minutes.

John Connell of Century Fence stated the 11.5 acre parcel in the Village has 52 percent green space, and he questioned if this was looked at as one parcel to get to the required 40 percent. Mr. Fuchs stated the City would be applying its standards to the portion of the property within the City.

A brief discussion took place regarding items to be discussed when a site plan is submitted.

A motion was made and seconded (B. Bergman, D. Kiser) to approve the Certified Survey Map combining the two properties, including staff comments and corrections. Passed: 6-For, 0-Against.

4. Discussion and Action and Public Hearing Regarding Amending Section 17.0900f to Include Multi-Family Residential Buildings and Creating Section 17.0900g Related to Increasing the Height of Single-Family and Two-Family Residential Buildings to 3-Stories or 45-Feet if the Structure is Located No Closer than 40-Feet to Another Structure

Mr. Fuchs stated staff was approached with a concern about the building height standard and how it is measured for single-family homes. After researching other communities' codes, a provision was added to the Zoning Code to allow the Plan Commission to allow a possible increase in height. The draft ordinance states three stories or 45 feet, and would require a 40-foot building separation in order to be granted. Staff felt it was appropriate to also include multi-family uses in Sub-Section f. to allow increases to industrial or other commercial buildings. This would allow up to six stories with the Fire Chief's approval.

Chairman Bierce opened the public hearing at 7:17pm. The public hearing was closed at 7:17pm.

Chairman Bierce questioned if there was any proof that the City has been breaking its own rule. Mr. Fuchs noted that builders did mention some homes in Broken Hill violated the rule.

Discussion took place regarding the measurement of a home as it relates to adjusting grades and adding retaining walls. Mr. Fuchs noted the building height definition of 45-feet would be measured from the front of a home up to the peak if it was a flat lot, or measured from the median, or middle, of home on the side up to the highest peak of a home if it is a sloped lot.

Mr. Fuchs noted the proposed language was under a section in the ordinance that was for modifications authorized by the Plan Commission. The maximum would be 35-feet unless the Plan Commission grants approval otherwise. There is no language that would prevent someone from trying to re-grade or build a retaining wall. It is simply operating as it is now, except that if the Plan Commission so chooses to approve the 45 feet, that is what City staff would apply.

Commissioner Kiser referred to the six-story height for commercial buildings and questioned what the floor to ceiling maximum heights were for commercial buildings. He felt six stories was arbitrary. Mr. Fuchs stated that is how it has always been worded, but they could add a maximum height footage.

A motion was made and seconded (D. Linsmeier, C. Wunder) to approve the changes to the ordinance. Motion Passed: 6-For, 0-Against.

5. Discussion and Possible Action Regarding a Request by Westridge Builders, LLC to Allow a Maximum Height of 3-Stories/45-Feet for All Lots Within the Swan View Farms Subdivision Development Located at Approximately W239 N4024 Swan Road

Mr. Fuchs stated if the Plan Commission wanted to approve this for Swan View Farms, it would have to be contingent upon Common Council approval of the zoning code change. He noted the language would be added to the final plat as a reference so it would be a good catch to City staff that the homes in this subdivision could go up to 45-feet.

Carl Tomich of Westridge Builders noted they do not allow three-story houses unless it is a full walk-out, and not on a flat lot, according to the deed restrictions. He added that 50 percent of the homes will end up being ranches and 50 percent will probably be two-stories. Of those two-stories, only 50 percent will be walk-out basements, so that is only 25 percent of the subdivisions, and not every one of those two-stories would need the height restriction. He stated it was simply a compromise and would only be a select number.

Discussion took place regarding the wording of the deed restrictions and the Homeowner's Association documents in regards to contingencies for City approval. Mr. Fuchs noted there could be a restriction on the final plat to note the building height allowance using wording to limit the non-sloping lots to have a maximum of 35-feet.

A motion was made and seconded (D. Linsmeier, D. Kiser) to approve the maximum height allowance of 3-stories/45 feet, to include the contingencies discussed. Motion Passed: 6-For, 0-Against.

6. Adjournment

A motion was made and seconded (D. Kiser, C. Wunder) to adjourn the meeting at 7:50pm. Motion Passed: 6-For, 0-Against.

Respectfully Submitted,

Ami Hurd
Deputy Clerk

**CITY OF PEWAUKEE
PLAN COMMISSION AGENDA ITEM 3.**

DATE: February 18, 2021

DEPARTMENT: Planning

PROVIDED BY:

SUBJECT:

Discussion and Action Regarding the Site and Building Plans for Waukesha Gun Club Located at N22 W23170 Watertown Road for the Purpose of Building a Five-Stand Shooting Structure (PWC 0920997, PWC 0920998, PWC 0920999)

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Waukesha Gun Club Staff Report 2.18.21

Waukesha Gun Club Staff Report 1.21.21

Waukesha Gun Club renderings

Waukesha Gun Club wall layouts

Waukesha Gun Club landscape plan



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REPORT TO THE PLAN COMMISSION

Meeting of February 18, 2021

Date: February 11, 2021

Project Name: Waukesha Gun Club Site & Building Plans

Project Address/Tax Key No.: N22W23170 Watertown Road/PWC 0920998

Applicant: Patrick Gerbensky, Waukesha Gun Club

Property Owner: Waukesha Gun Club

Current Zoning: I-2 Rural Institutional District and Lowland Conservancy District

Proposed Zoning: Same

2050 Land Use Map Designation: Public or Private Park and Recreation and Flood Plains, Lowland & Upland Conservancy, and Other Natural Areas

Use of Surrounding Properties: Industrial properties zoned M-4 to the north, Lowland Conservancy zoned lands to the south, nonresidential properties zoned M-2, B-6 and B-5 to the east, and B-4, LC and M-2 zoned lands to the west

Project Description/Analysis

At the January 21, 2021 meeting, the Plan Commission took no action on the Site & Building Plan Review Application submitted by the Waukesha Gun Club. The Plan Commission directed the applicant to revise the plans based on the discussion that took place that evening. Plan Commission comments included:

- The building should not be metal
- More windows
- An addition of a brick belt line
- Glass garage doors to be utilized
- The rendering and plans must be consistent
- The building should be consistent with other building
- A Landscape Plan needs to be submitted
- The building should include 4 overhead doors, opposed to 5

The applicant resubmitted plans for the shooting structure with modifications to address the Plan Commission's concerns. The building is now being constructed with tongue and groove siding. The north elevation consists of siding and multiple windows and the south elevation (facing Watertown Road) includes 3 patio doors, 4 windows, and a brick base along the bottom of the building. The east side of the building contains a window and the brick base and the west end of the building has a 10' x 7' overhead door.

Note that the center window on the north side rendering appears different as it does not open and is a different window type than the others. The intent of the Gun Club is to match that window as close as possible to the other windows being installed on that elevation.

Furthermore, it is recommended that the west side garage door contain windows as shown on the renderings of the proposed building. The applicant has indicated that that is their intent.

The applicant also provided a rendering that shows plantings. Planting types and quantities are not indicated. The plan simply states, “Plants to match existing currently on the property.” The plan is not very detailed; however, staff believes an inspection can be done once landscaping is in place to ensure that the new landscaping is consistent with the landscaping in front of the other similar building to the west.

The January staff report is attached for additional information.

Recommendation

A motion to approve the Site & Building Plan Review Application for the Waukesha Gun Club, subject to staff’s recommendations.



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REPORT TO THE PLAN COMMISSION

Meeting of January 21, 2021

Date: January 11, 2021

Project Name: Waukesha Gun Club Site & Building Plans

Project Address/Tax Key No.: N22W23170 Watertown Road/PWC 0920998

Applicant: Patrick Gerbensky, Waukesha Gun Club

Property Owner: Waukesha Gun Club

Current Zoning: I-2 Rural Institutional District and Lowland Conservancy District

Proposed Zoning: Same

2050 Land Use Map Designation: Public or Private Park and Recreation and Flood Plains, Lowland & Upland Conservancy, and Other Natural Areas

Use of Surrounding Properties: Industrial properties zoned M-4 to the north, Lowland Conservancy zoned lands to the south, nonresidential properties zoned M-2, B-6 and B-5 to the east, and B-4, LC and M-2 zoned lands to the west

Project Description/Analysis

The applicant submitted Site and Building Plans for a five-stand shooting structure at the Waukesha Gun Club. As part of this project, an existing building will also be relocated further west from its current location. The new building and the existing building to be moved are both illustrated on the attached site plan prepared by the applicant.

The Waukesha Gun club development spans three separate parcels (Tax Key Nos. 0920997, 0920998, and 0920999). The Waukesha Gun Club also owns a 2.76-acre parcel directly to the east (PWC 0919998004) as well as a 10.43-acre parcel on the south side of Watertown Road (PWC 0953989).

The new building and the building to be moved are both located at N22W23170 Watertown Road (Tax Key No. 0920998). As the Gun Club is a single development, it is recommended that, prior to issuance of a Building Permit, a Certified Survey Map be submitted for review and approval to combine the properties bearing Tax Key Nos. 0920997, 0920998, and 0920999 into a single parcel. If the parcel bearing Tax Key No. 0919998004 is planned to be utilized as part of the Waukesha Gun Club development, it is recommended that that parcel be included as part of the CSM as well. Note that PWC 0919998004 is zoned B-4 District and would be required to be rezoned to I-2 to be combined with the adjacent Waukesha Gun Club properties.

Site & Building Plans

The property containing the proposed and relocated buildings (PWC 0920998) is approximately 26.25-acres and zoned I-2 Rural Institutional District. The three sites noted above comprising of the Gun Club have a combined acreage of approximately 75.38-acres. The majority of the site is greenspace.

The applicant is proposing a 56-foot by 12-foot (672 square foot) building. The building locations both conform to the I-2 District development standards.

The property does contain protected natural resources; however, the proposed and relocated buildings do not appear to encroach into any protected resources or setbacks based on a site plan provided by the applicant as well as WDNR mapped wetlands and SEWRPC Regional Mapping.

The proposed building primarily consists of steel siding and overhead doors. The north elevation is left open for shooting and the south elevation includes five 7' x 7' overhead doors and two sets of patio doors. The east and west elevations each have a 10' x 7' overhead door.

There are no proposed changes to parking, landscaping, lighting, or signage onsite. Staff does recommend that final grading, erosion control and storm water management plans, as may be required, shall be submitted for approval by the Engineering Department prior to any land disturbance activities.

As noise may be a concern with changes onsite, staff did ask the applicant if a noise study had ever been completed, particularly related to any effects from shooting indoor a structure like the one proposed compared to completely outdoors. It appears this has not been done or required in the past.

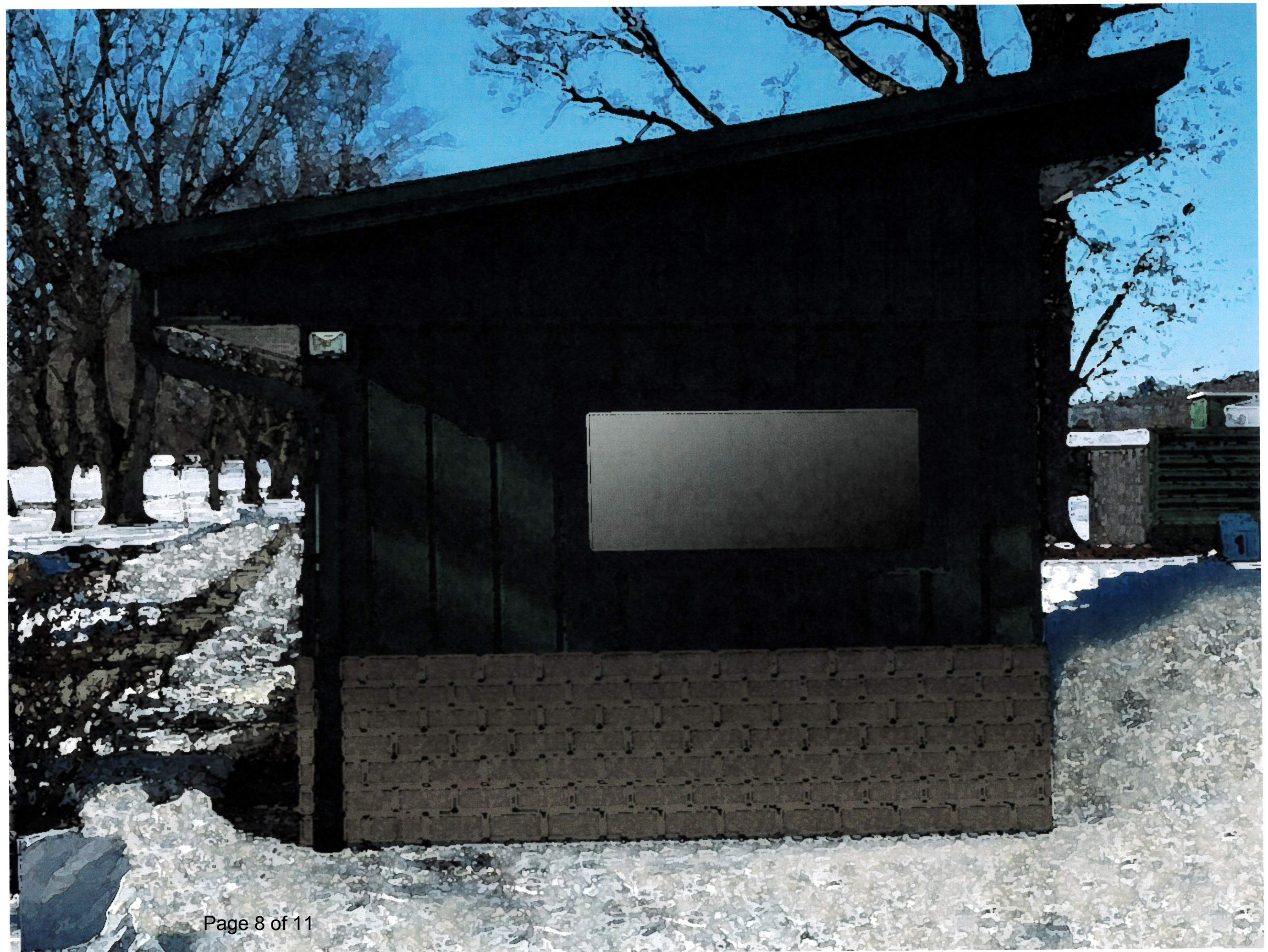
If noise is a concern, certain types of insulation may be considered, such as rubber or sound control blankets, which may reduce noise and reverberation.

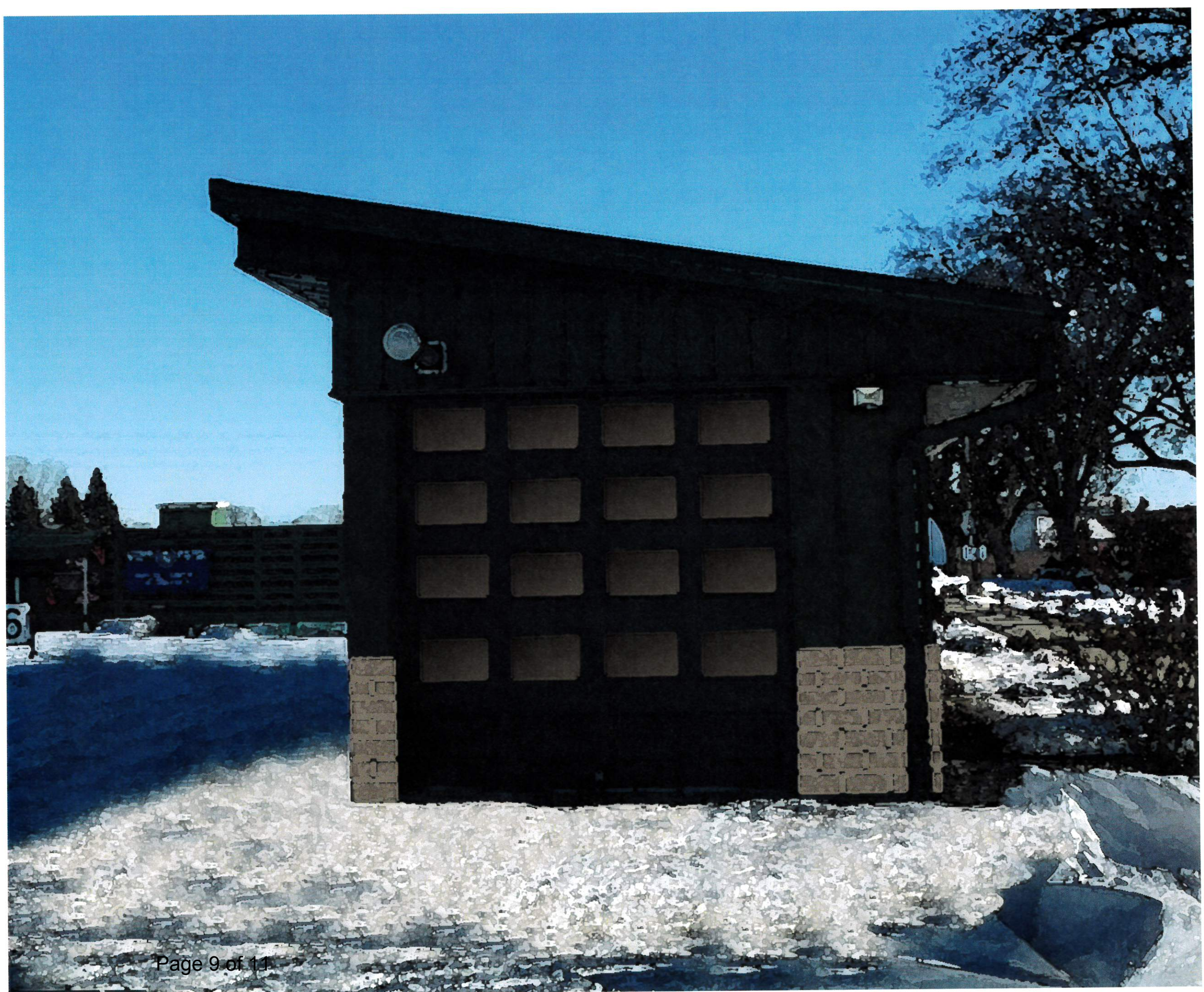
Recommendation

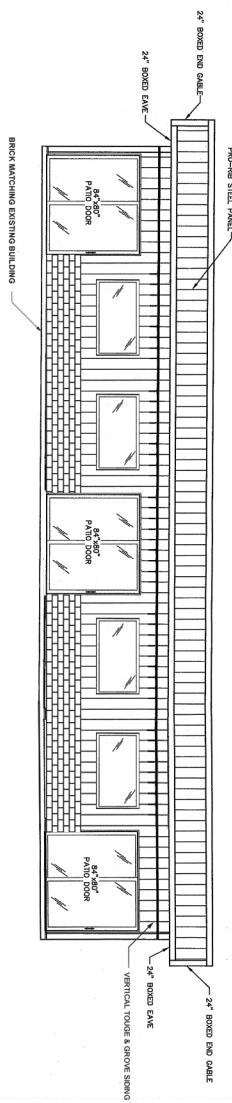
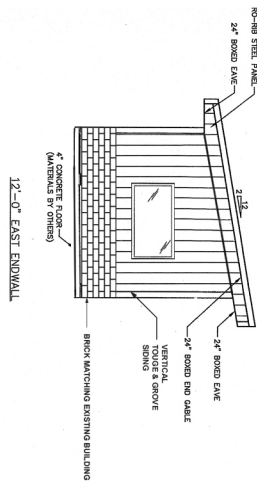
A motion to approve the Site & Building Plan Review Application for the Waukesha Gun Club, subject to staff's recommendations contained within this staff report.





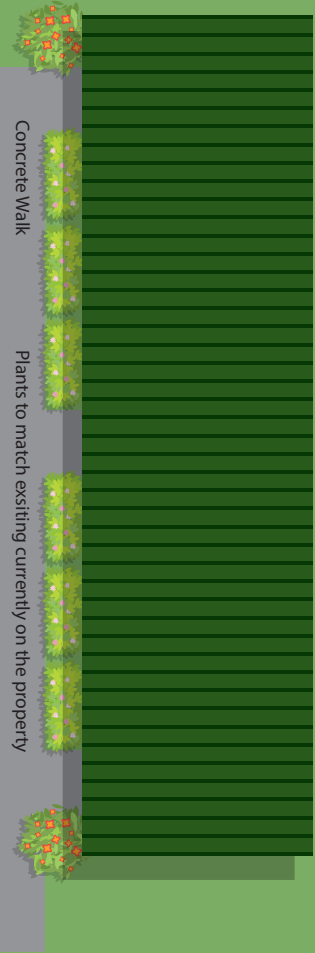






56'-0" SOUTH SIDEWALL

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



Concrete Walk

Plants to match existing currently on the property

Grass

**CITY OF PEWAUKEE
PLAN COMMISSION AGENDA ITEM 4.**

DATE: February 18, 2021

DEPARTMENT: Planning

PROVIDED BY:

SUBJECT:

Discussion Regarding the Community Development and Building Services Annual Report for 2020

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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Community Development Department	2017	2018	2019	2020
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
Building Services Department	2017	2018	2019	2020
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