



**PLAN COMMISSION
MEETING**
Mukwonago Municipal Building / Board Room
440 River Crest Court, Mukwonago, WI 53149
November 11, 2025 at 6:30 PM

AGENDA

1. Call to Order

2. Roll Call

3. Comments from the Public

Please be advised, per Wisconsin Statute Sec. 19.84(2), information and comment will be received from the public by the Plan Commission. The Public Comment Session is granted to the public at the start of each Plan Commission meeting. The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. However, these time limits may be extended at the discretion of the Chief Presiding Officer. The Plan Commission may not respond to or have any discussion on information received during the public comment session unless it is placed upon the Agenda for a subsequent meeting. Public comments should be addressed to the Plan Commission as a body. Presentations shall not deal in personalities personal attacks on members of the Plan Commission, the applicant for any project or Village Employees. Comments shall not be used to engage others in a debate in this forum. All comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Plan Commission or Staff will be deemed out of order by the Presiding Officer.

4. Approval of Minutes

4.1 Discussion and possible approval of Plan Commission Minutes from September 9 2025 meeting.

5. New Business

5.1 Discussion and possible approval of **PC Resolution 2025-21** for a Site Plan and Architectural Review for an accessory structure on the property owned by Mukwonago Food Pantary located at MUKV 1974-921-001

6. Adjournment

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

MINUTES OF THE PLAN COMMISSION MEETING

Tuesday, September 9, 2025

Time: 6:30pm
Place: Mukwonago Municipal Building/Boar Room, 440 River Crest Court, Mukwonago, WI 53149

Call to Order

Meeting Called to order by Deputy Clerk-Treasurer Zerfas at 6:30pm

Roll Call

Commissioners present: Eric Brill
Karl Kettner
John Meiners
Tim Rutenbeck
Jason Wamser

Also present: Diana Dykstra, Clerk/ Treasurer/ Administrator
Peter Gesch, Village Planner
Shay Zerfas, Deputy Clerk/ Treasurer

Excused: Fred Winchowky, Village President

Election of Temporary Chairperson

Deputy Clerk-Treasurer Zerfas took motion to appoint an Interim Chairperson Meiners/Wamser motioned to elect commissioner Eric Brill to Interim Chairperson Unanimously carried.

Comments from the Public

Doug Braun president of Engineered Pump Manufacturing at 445 McKenzie Rd Mukwonago. Presenting his presence to board in case any questions regarding item at this evenings meeting pertaining to parking lot project.
(Rerword above)
Closed 6:32pm

Approval of Minutes

Meiners/Rutenbeck motion to approve minutes from August 12, 2025, regular meeting. Unanimously carried.

Public Hearing

Adam Ruechel from Baird gave an overview of the Proposed Territory Subtraction and Project Plan Amendment for TID NO.4
Closed 6:40pm

New Business

Discussion and possible recommendations to approve PC Resolution 2025-20 a resolution designating the proposed territory subtraction and project plan amendment for the Tax Incremental District #4, Village of Mukwonago, Wisconsin

Administrator Dykstra provided an overview of the proposed changes, which include the removal of Point Apartments, the addition of electric and utility infrastructure to the 15 vacant acres, the potential Blue Bay development, and a one-mile section of multi-use trail. The Village has signed an MOU with the Village of East Troy and the Town of East Troy for a trail connection between the two Villages. The Village is applying for a TAP grant for the trail project, which will be on next month's agenda and may cover some or all of the costs. Funds are still coming in, and there is enough in reserves to pay off the existing debt. Two options were discussed: close the TID or move forward with the proposed amendment to maximize its potential.

Adam from Baird stated that after removing the Apartments, the annual tax revenue would decrease from approximately \$425,000 to \$131,000, based on the current tax rate

Meiners/Rutenbeck motioned approve **PC-Resolution 2025-20** for resolution designating the proposed territory subtraction and project plan amendment for the Tax Incremental District #4, Village of Mukwonago, Wisconsin
Unanimously Carried.

Discussion and possible approval for PC-Resolution 2025-19 for a Site Plan and Architectural Review for Engineered Pump Manufacturing, LLC, Located at 445 McKenzie RD Parcel MUKV 1970-998-011

Planner Gesch provided an overview of the resurfacing/expansion of parking lot and that no landscaping/trees will be changed with expansion. Explained that due to the expansion they will be required to mark out parking stalls in the parking lot.

Meiners/Rutenbeck motioned approve PC-Resolution 2025-19 for a Site Plan and Architectural Review for Engineered Pump Manufacturing, LLC, Located at 445 McKenzie RD Parcel MUKV 1970-998-011

Discussion and possible recommendation for Village Board to approve Resolution 2025-31 for a Certified Survey Map within Extraterritorial Plat Review for Parcels PA 1683-0000-02 and PBL 00009 in the Town of East Troy, Walworth County

Planner Gesch provided an overview of the CSM. Explained that it would not be signed until Walworth County and Town of East Troy both approve it on their end.

Meiners/Kettner motioned recommend approval of Resolution 2025-31 for a Certified Survey Map within Extraterritorial Plat Review for Parcels PA 1683-0000-02 and PBL 00009 in the Town of East Troy, Walworth County

Discussion on possible changes or clarifications to the Zoning Code regarding the definition on multi-family residential.

Planner Gesch gave overview of why a change or clarification to the zoning code regarding the definition on multi-family residential.

Planning Commission Board had a discussion and came to a conclusion that no change should be made until next year when the zoning code is on the agenda to be updated.

Adjournment

Meeting adjourned at 6:25pm

Respectfully Submitted,
Shay Zerfas
Deputy Clerk/Treasurer

DRAFT

PLAN COMMISSION STAFF REPORT

TO: Village of Mukwonago Plan Commission
 FROM: Peter Gesch, P.E., Ruekert & Mielke, Inc.
 REPORT DATE: November 4, 2025
 MEETING DATE: November 11, 2025, 6:30 P.M.
 SUBJECT: Mukwonago Food Pantry Site Plan & Architectural Review

BASIC INFORMATION	
Project:	Mukwonago Food Pantry – Greenhouse
Applicant:	Mukwonago Food Pantry
Consulting Architect:	N/A
Request:	Site Plan & Architectural Review – Accessory Structure
Staff Recommendation:	Approve w/ conditions

PARCEL DATA/CHARACTERISTICS	
Tax Key:	MUKV1974921001
Acreage:	1.1007 Acres
Current Use:	Business
Proposed Use:	Business
Reason for Request:	Greenhouse & Garden Planters
Land Use Classification:	Business
Zoning Classification:	B-1 – Neighborhood Business District

Project Summary & Overview

The Mukwonago Food Pantry located at 325 Eagle Lake Avenue is proposing to relocate eight raised planter beds from their property at 305 Eagle Lake Avenue to the 325 property. Additionally, they are looking to construct a Greenhouse to assist with the year-round growing of food to stock their Food Pantry.

The Greenhouse meets the requirements of the Zoning Code for the B-1 district with the exception of the proposed location. The greenhouse must be located in the rear yard of the property.

Staff Report – SPAR
Mukwonago Food Pantry
November 4, 2025
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Staff Review

Engineering:	No comments.
Public Works	No comments.
Utilities	No comments.
Police	No comments.
Fire:	No comments.
Building Inspection	No comments.
Planning	Accessory buildings and structures may only be located in rear yards and no accessory building or structure shall be visible from the principle street.

Recommended Action

Staff recommends the Planning Commission approve the application as outlined in the attached resolution for accessory structure at 325 Eagle Lake Avenue, contingent on the greenhouse being located in the rear yard of the property.

Attachments

1. Application with narrative, photos, and drawing.



VILLAGE OF MUKWONAGO
SITE PLAN, ARCHITECTURAL, AND PLANNED
UNIT DEVELOPMENT (PUD) APPLICATION
 Application Fee: Below

Date Submitted: 9/29/25
JR

FEES

(Please check one)

- Minor Site Plan (No Building): \$160.00
- Major Site Plan; New Building/Addition (> 600 sq. ft.): \$475.00 plus \$.02 per sq. ft.
- Planned Unit Development (PUD) Review: \$225.00 plus \$50.00/unit
- Other (See Current Fee Schedule) _____

CONTACTS

Building Department
 Contact: Supervisor of Inspections
 Tim Rutenbeck
 Phone: (262) 363-6419 Option 1
 Fax: (262) 363-6425
 Email: trutenbeck@villageofmukwonago.gov

Zoning and Planning
 Contact: Village Planner
 Peter Gesch
 Phone: (262) 542-5733
 Fax: (262) 363-6425
 Email: pgesch@ruekert-mielke.com

GUIDELINES

The undersigned petition is to consider a request, as stated herein, for the specified parcel(s) of land to be considered by the Plan Commission and Village Board of the Village of Mukwonago. The application packet must be filed with the Village Clerk at least 30 days prior to the meeting of the Planning Commission at which action is desired. The Plan Commission meets on the second Tuesday of each month at 6:30 p.m.

Materials listed below must be provided to the Village of Mukwonago in accordance with Village Municipal Code Chapter 100 Article IX, Section 100-601(f) and other pertinent sections of Village ordinances, and, as necessary, to permit review that is consistent with proper planning practice. The Village will not be responsible for reviewing materials submitted for staff review, however the Village shall not place any items on the agenda for Plan Commission consideration until such time as the materials are reviewed and approved by the staff. Materials to be reviewed by staff must be submitted on this and other attached application forms.

Mail completed applications to: Village Planner
 440 River Crest Ct
 Mukwonago, WI 53149

Deliver to: Village Clerk's Office
 440 River Crest Ct

Email to: trutenbeck@villageofmukwonago.gov

Complete, accurate and specific information must be entered. Please Print.

APPLICANT (Full Legal Name)

Name: Hannah Hazelberg

Company: Mukwonago Food Pantry

Address: 325 Eagle Lake Ave City: Mukwonago State: WI Zip: 53149

Daytime Phone: 262-363-3452 Fax: _____

E-Mail: mukwonagofoodpantry@yahoo.com

APPLICANT IS REPRESENTED BY (Full Legal Name)

Name: N/A
Company: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax: _____
E-Mail: _____

ARCHITECT

Name: N/A
Company: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax: _____
E-Mail: _____

PROFESSIONAL ENGINEER

Name: N/A
Company: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax: _____
E-Mail: _____

REGISTERED SURVEYOR

Name: Terry Pasarek, Kettle Moraine Survey
Company: 575 W. 36245 Witten Rd.
Address: _____ City: Eagle State: WI Zip: _____
Daytime Phone: 262-594-3484 Fax: _____
E-Mail: Kettlemorainesurvey.com Kms@network.net

CONTRACTOR

Name: N/A
Company: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax: _____
E-Mail: _____

PROPERTY INFORMATION

Property Owner (s) (if different from applicant): Mukwonago Food Pantry
Address: 325 Eagle Lake Ave. City: Mukwonago State: WI Zip: 53149
Daytime Phone: 262-363-3452 Fax: _____
E-Mail: mukwonagofoodpantry@yahoo.com
Present Zoning: _____ Tax Key No(s): MUKV1974921
Location/Address: _____
Present Use: Food Pantry Intended Use: Food Pantry

PROCEDURAL CHECKLIST FOR SITE PLAN/ARCHITECTURAL PLAN/PUD REVIEW AND APPROVAL

Submittals for review must include and be accompanied by the following:

Application:

- Completed application form including the procedural checklist.
- Application fee: See page 1.
- Agreement for Reimbursable Services (separate application).

Other Documents:

- One(1) complete set of Application and materials, in addition to the original, for Village of Mukwonago review.
 - Project Summary: Please attach a statement detailing the reasons and background for this request including: details of proposal, services provided, wares sold, plans and hours of operation, number of employees, frequency of customer visits, frequency of deliveries to site, description of any interior/exterior modifications or additions to be made to property, any outside storage (dumpsters, trucks, materials...), number of parking stalls, screening/buffer type, any other information available. **PLEASE EXPLAIN IN DETAIL.**
 - Electronic Submittals are required.** Email (or CD ROM) with all plans and submittal materials in Adobe PDF to trutenbeck@villageofmukwonago.gov.
 - Any additional information as determined by Village staff.
-
- **Upon receipt of a complete submittal, staff review will be conducted within ten business days.**
 - **All Site Plan, Architectural, and Planned Unit Development review requests require Plan Commission review and Village Board approval.**

CERTIFICATION

Applicant hereby certifies that:

1. All of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.
2. Affirms that no Village of Mukwonago elected or appointed official or employee has a proprietary interest in the above referenced property for which this applications being filed (except as stated below under "Exceptions").
3. None of the above referenced individuals has been promised or given any contract for consultation, planning or construction in relation to this project (except as stated below under "Exceptions").
4. Applicant has read and understands all information in this packet.

Applicant further understands the policies of the Village regarding change of zonings and property development. Conditions of the resolution regarding all approvals are strictly followed. Certificates of Occupancy are not given until all conditions of approval have been met

By the execution of this application, applicant hereby authorizes the Village of Mukwonago or its agents to enter upon the property during the hours of 7:00 am to 7:00 pm daily for the purpose of inspection. Applicant grants this authorization to enter even if this land has been posted against trespassing pursuant to Section 943.13 WI Stats.

(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application).

Mark Kelly
Signature - Property Owner

Hannah Hazellberg, Executive Director
Name & Title (PRINT)

9/29/25
Date

N/A
Signature - Property Owner

Name & Title (PRINT)

Date

Mark Kelly
Signature - Applicant

Hannah Hazellberg, Exo Director
Name & Title (PRINT)

9/29/25
Date

N/A
Signature - Applicant's Representative

Name & Title (PRINT)

Date

FOR OFFICE USE ONLY	
Date Paid	Receipt #
Plan Commission Date(s)	Village Board Date(s)
Escrow Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Escrow Amount
Plan Commission Disposition	
Village Board Disposition	

Project Summary

The Mukwonago Food Pantry located at 325 Eagle Lake Ave., Mukwonago, needs a greenhouse in order to grow more food year round. In addition to building our new greenhouse, we have 8 raised bed planters we want to move from our 305 Eagle Lake Ave. location, to our 325 Eagle Lake Ave. location. This would allow us to keep our gardens together. We would use our greenhouse during regular business hours, Monday-Thursday 9am-3pm, and the second Saturday of each month, 9am-noon. Mukwonago Food Pantry has one employee, Hannah Hazelberg who will oversee volunteers assembling the greenhouse kit. The kit comes with all needed materials and instructions. The greenhouse is essentially a metal structure covered by heavy plastic. The greenhouse would be assembled 10 feet away from the food pantry building at 325 Eagle Lake Ave, away from all property lines and the garden beds would go behind the greenhouse, and would not be visible from the street, and would be over 3 feet away from any lotlines.

The greenhouse is approx size: 10' width × 32' length × 7' height.



Pictured are 6 of 8 garden beds that would be moved over to 325 Eagle Lake Ave., Mukwonago.



VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES

PC RESOLUTION NO. 2025-21

A RESOLUTION FOR A SITE PLAN AND ARCHITECTURAL REVIEW FOR THE MUKWONAGO FOOD PANTRY
LOCATED AT 325 EAGLE LAKE AVENUE, PARCEL NUMBER MUKV1974921001

WHEREAS, pursuant to Section 100-601 and 100-206 of the Zoning Code, an application for a site plan and architectural review has been filed for the approval of an accessory structure at 325 Eagle Lake Avenue, which application was filed in the office of the Village Clerk, Village of Mukwonago, Wisconsin, and

WHEREAS, the application has been submitted by the Mukwonago Food Pantry, and

WHEREAS, the applicant desires to construct a greenhouse as an accessory structure and relocated existing raised planter beds from the adjacent property, and

WHEREAS, no other site modifications are proposed or required as part of the improvements, and

WHEREAS, the proposed accessory structure meets all the requirements of the B-1 district but must be located in the rear yard of the property.

NOW, THEREFORE, BE IT RESOLVED by the Plan Commission of the Village of Mukwonago, Wisconsin hereby approves the site plan and architectural review for the accessory structure at 325 Eagle Lake Avenue, based upon the plans submitted to the Village, provided that the accessory structure is constructed in the rear yard of the property.

NOW, THEREFORE, BE IT FURTHER RESOLVED the applicant must comply with the following items:

1. The applicant must obtain all required building permits within six months of this date, and start construction within six months of the date of building permit issuance and continue in good faith to completion.
2. All work related to this project must comply with all project plans approved by the Village.
3. The applicant shall comply with all parts of the Municipal Code as it relates to this project.
4. If the approved plans need to be revised to address any of the conditions of approval or to conform to Building and Fire Safety Codes, the Zoning Administrator and the Building Inspectors are authorized to approve minor modifications so long as the overall project elements remain unchanged. If they determine that the revision is substantial, the plans must be submitted to the Plan Commission for review and approval.
5. Any future modification to the site such as modification of parking, lighting, grading, signage, fences, etc. may require Site Plan and Architectural Review.

Passed and adopted by the Village of Mukwonago Plan Commission this 11th day of November, 2025.

VILLAGE OF MUKWONAGO

By: _____
Fred Winchowky, Village President

Attest: _____
Shay Zerfas, Deputy Clerk-Treasurer