

Village of Mukwonago
Notice of Meeting and Agenda

PLAN COMMISSION MEETING
Tuesday, January 10, 2023

Time: **6:30 pm**

Place: **Mukwonago Municipal Building, Board Room, 440 River Crest Ct**

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 Approval of minutes from December 13, 2022 regular meeting.
[20221213 PlanCommissionMinutesdraft.pdf](#)

5. New Business

Discussion and Possible Action on the Following Items

- 5.1 Discussion and possible recommendation to the Village Board approval of **RESOLUTION 2023-06** for Extraterritorial Review of a three-lot Certified Survey Map located at N8980 E Miramar Dr in the Town of East Troy.
[Staff report for January 10 2023.pdf](#)
[Application materials.pdf](#)
[RESOLUTION 2023-06 ETZ for N8980 E Miramar.pdf](#)

- 5.2 Update on various applications submitted by the Mukwonago Area School District for the property located at 560 Bay View Road.

6. Adjournment

Membership:

Eric Brill, Karl Kettner, John Meiners, Mark Penzkover, Tim Rutenbeck, Jason Wamser, Fred Winchowky, and Village Planner Tim Schwecke (Advisory)

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, December 13, 2022

Call to Order

President Winchowky called the meeting to order at 6:30 p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Commissioners present: Fred Winchowky, Chairman
Jason Wamser
Eric Brill
Tim Rutenbeck
Karl Kettner
John Meiners
Mark Penzkover

Also present: Fred Schnook, Village Administrator
Tim Schwecke, Village Planner
Linda Gourdoux, Deputy Clerk/Treasurer

Comments from the Public

Opened at 6:30 pm
No Comments from the public
Closed at 6:31 pm

Approval of Minutes

Motion by Meiners/Brill to approve minutes from November 15, 2022 regular meeting, unanimously carried.

New Business

Discussion and possible approval of PC-RESOLUTION 2022-22 for monument sign for Meadowlands Townhomes along the northerly lot line (along CTH EE).

Schwecke gave overview of project

John Donovan, Bielinski Agent, gave overview of project

Motion by Meiners/Brill to approve PC-RESOLUTION 2022-22 for monument sign for Meadowlands Townhomes along the northerly lot line (along CTH EE), carried. Wamser recused

Discussion and possible recommendation to Village Board approval of RESOLUTION 2022-75 for Extraterritorial review of a one-lot certified survey map for Wayne and Delores Pringle, owner; W301S10329 Hillside Dr (Town of Mukwonago); MUKT 2005-052.

Schwecke gave overview of project

Motion by Meiners/Penzkover to recommend to Village Board approval of RESOLUTION 2022-75 for Extraterritorial review of a one-lot certified survey map for Wayne and Delores Pringle, owner; W301S10329 Hillside Dr (Town of Mukwonago); MUKT 2005-052, unanimously carried.

**Discussion and possible recommendation to the Village Board to approve
RESOLUTION 2022-76 for a General Development Plan for THE Block located at
MUKV 2009-990 and MUKV 2009-989.**

Schwecke gave overview of project

Zajork gave overview of project

Mitchell, architect for Strang, gave overview of project

Motion by Penzokver/Meiners to recommend to the Village Board approval of

RESOLUTION 2022-76 for a General Development Plan for THE Block located at
MUKV 2009-990 and MUKV 2009-989), unanimously carried.

Adjournment

Meeting adjourned at 7:09 p.m.

Respectfully Submitted,
Linda Gourdoux, WCMC
Deputy Clerk/Treasurer

DRAFT

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Village of Mukwonago
440 River Crest Ct
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO

CERTIFIED SURVEY MAP (CSM) APPLICATION

Application Fee: Below

Date Submitted: 12/12/2022

FEES

(Please check one)

- ☐ 1-2 Lot CSM: \$150
☒ 3-4 Lot CSM: \$250 + \$16/lot

CONTACTS

Zoning and Planning Department

Contact:

Phone: (262) 363-6420 ex 2111

Fax: (262) 363-6425

Email: planner@villageofmukwonago.com

GUIDELINES

The undersigned petition is to consider a request, as stated herein, for the specified parcel(s) of land and will be reviewed 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.

Materials listed below must be provided to the Village of Mukwonago in accordance with Village Municipal Code Chapter 45 Article IV and other pertinent sections of Village ordinances, WI Stats. 236.34, and, as necessary, to permit review that is consistent with proper planning practice. The Village will strive to accommodate reasonable requests for informal preliminary staff review, however the Village shall not place any items on the agenda for Plan Commission consideration until such time as the application is complete in accordance with all requirements specified on this and other attached application forms.

Mail completed applications to: Village Planner
ATTN: Certified Survey Map
440 River Crest Ct
Mukwonago, WI 53149
Deliver to: Village Clerk's Office
440 River Crest Ct
Email to: planner@villageofmukwonago.com

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

APPLICANT INFORMATION (Full Legal Name)

Name: Alex Alger
Company: Twilight Holdings, LLC
Address: 2986 Main Street City: East Troy State: WI Zip: 53120
Daytime Phone: 262-364-8540 Fax: _____
E-Mail: Twilighttreeservice@gmail.com

APPLICANT IS REPRESENTED BY (Full Legal Name)

Name: Michael A Greeson
Company: V2G Surveying, LLC
Address: 123 Wolf Run - Suite 4 City: Mukwonago State: WI Zip: 53149
Daytime Phone: 262-378-5097 Fax: _____
E-Mail: MIKEG@V2G-Surveying.com

PROPERTY INFORMATION

Property Owner (s) (if different from applicant): _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax: _____
E-Mail: _____
Present Zoning: _____ Tax Key No(s): _____
Location/Address: _____
Present Use: _____ Intended Use: _____

PROCEDURAL CHECKLIST FOR CERTIFIED SURVEY MAP REVIEW AND APPROVAL

In the case of a CSM, the submittal date, for the purposes of WI Stats. 236.34, is the date that the application is certified as complete by Village staff. 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.

Certified Survey Maps shall be prepared as provided in § 236.34 (1m) (c) Wis. Stats. and Article IV of the Land Division Ordinance. 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:

- ☐ Five(5) complete sets 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 planner@villageofmukwonago.com.
- ☐ Any additional information as determined by Village staff.

- Upon receipt of a complete submittal, staff review will be conducted within ten business days.
- All Certified Survey Map requests require Plan Commission review and Village Board approval.
- All Certified Survey Map requests shall comply with Chapter 236 of the Wisconsin State Statutes.

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).

Michael A. Greeson

Signature - Property Owner

Name & Title (PRINT)

Date

Signature - Applicant

Michael A. Greeson Surveyor

Name & Title (PRINT)

12/13/2022

Date

Signature - Property Owner

Name & Title (PRINT)

Date

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? ☐ Yes ☐ No

Escrow Amount

Plan Commission Disposition

Village Board Disposition

CERTIFIED SURVEY MAP NO. _____

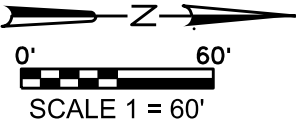
PART OF GOVERNMENT LOT 2, OF SECTION 11, TOWNSHIP 4 NORTH, RANGE 18 EAST, TOWN OF EAST TROY, WALWORTH COUNTY, WISCONSIN.

OWNER:
TWILIGHT HOLDINGS LLC.
2986 MAIN ST.
EAST TROY, WI 53120

SURVEYOR:
V2G SURVEYING LLC.
123 WOLF RUN - STE 4
MUKWONAGO, WI 53149
262-378-5097

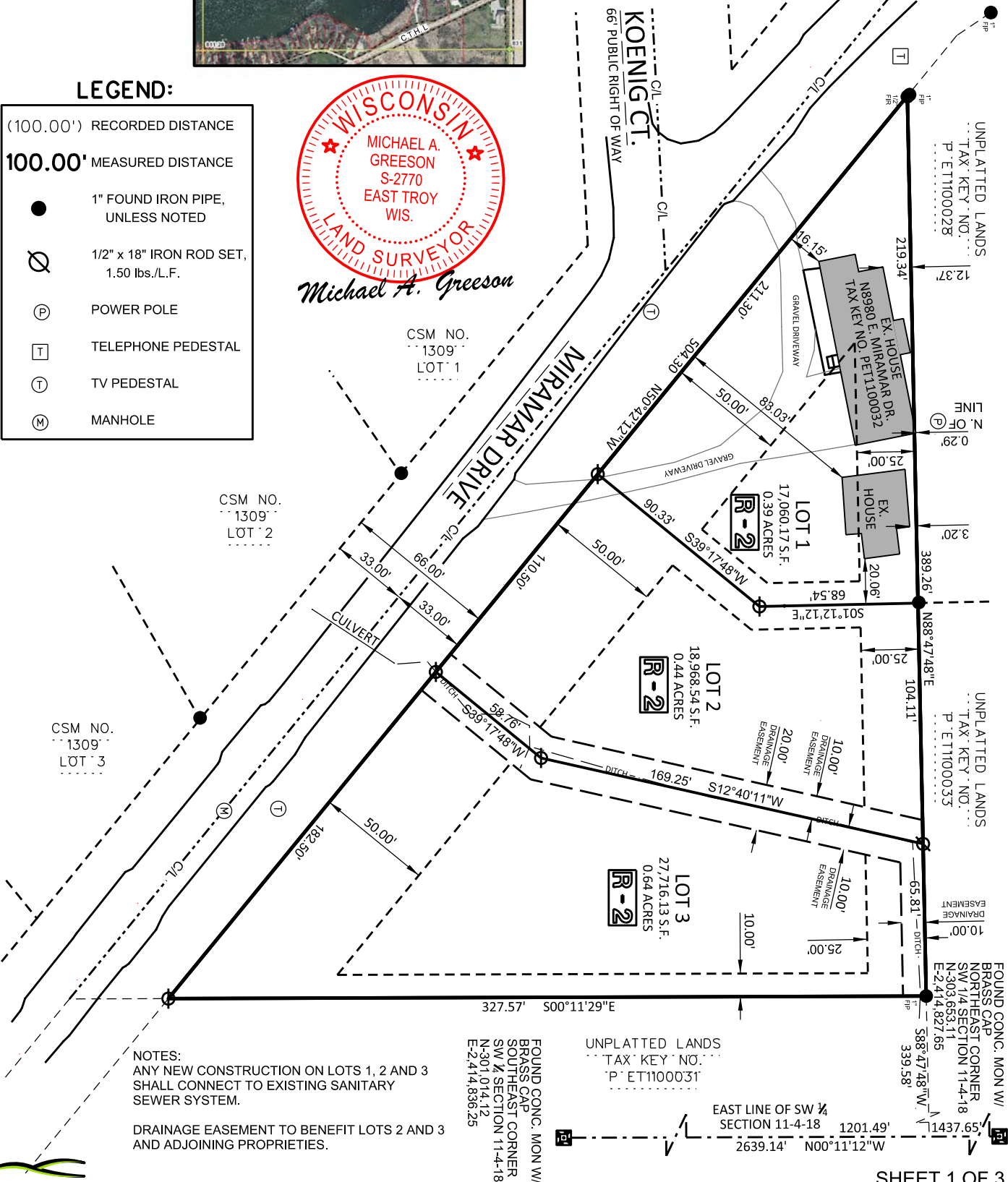
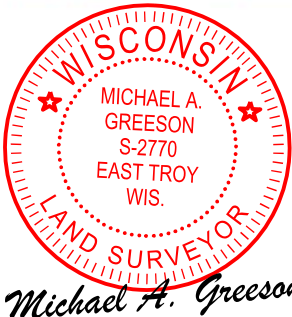


BASIS OF BEARING:
THE EAST LINE OF
SOUTHWEST 1/4 OF SEC. 11,
T 4 N-R 18 E WAS TAKEN
TO BEAR N00°11'12"W.



LEGEND:

- (100.00') RECORDED DISTANCE
- 100.00' MEASURED DISTANCE
- 1" FOUND IRON PIPE, UNLESS NOTED
- ⊙ 1/2" x 18" IRON ROD SET, 1.50 lbs./L.F.
- Ⓟ POWER POLE
- Ⓣ TELEPHONE PEDESTAL
- Ⓥ TV PEDESTAL
- Ⓜ MANHOLE



NOTES:
ANY NEW CONSTRUCTION ON LOTS 1, 2 AND 3
SHALL CONNECT TO EXISTING SANITARY
SEWER SYSTEM.

DRAINAGE EASEMENT TO BENEFIT LOTS 2 AND 3
AND ADJOINING PROPERTIES.



CERTIFIED SURVEY MAP NO. _____

PART OF GOVERNMENT LOT 2, OF SECTION 11, TOWNSHIP 4 NORTH,
RANGE 18 EAST, TOWN OF EAST TROY, WALWORTH COUNTY,
WISCONSIN.

SURVEYORS CERTIFICATE:

I, MICHAEL A. GREESON, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED,
DIVIDED AND MAPPED THE FOLLOWING LAND BOUNDED AND DESCRIBED AS FOLLOWS:

I, MICHAEL A. GREESON, PROFESSIONAL LAND SURVEYOR, HERBY CERTIFY: THAT IN FULL COMPLIANCE WITH
THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF
THE TOWN OF EAST TROY AND THE COUNTY OF WALWORTH, AND UNDER THE DIRECTION OF ALEX ALGER, MEMBER
TWILIGHT HOLDINGS, LLC., I HAVE SURVEYED, DIVIDED, AND MAPPED THIS CERTIFIED SURVEY MAP; THAT
SUCH MAP CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES AND THE SUBDIVISION OF THE LAND SURVEYED;
AND THAT THIS LAND IS LOCATED IN PART OF GOVERNMENT LOT 2, OF SECTION 11, TOWNSHIP 4 NORTH,
RANGE 18 EAST, TOWN OF EAST TROY, WALWORTH COUNTY, WISCONSIN, BEING MORE PARTICULARLY DESCRIBED
AS:

COMMENCING AT A FOUND CONCRETE MONUMENT WITH BRASS CAP MARKING THE SOUTHEAST CORNER OF THE
SOUTHWEST 1/4, SECTION 11, TOWNSHIP 4 NORTH, RANGE 18 EAST; THENCE N00°11'12"W ALONG THE EAST
LINE OF SAID SOUTHWEST 1/4, 1201.49' TO A POINT; THENCE S88°47'48"W, 339.58' TO A FOUND IRON
PIPE, SAID POINT BEING THE POINT OF BEGINNING; THENCE S00°11'29"E, 327.57' TO A POINT ON THE
NORHTERLY RIGHT OF WAY FOR MIRAMAR DRIVE; THENCE N50°42'12"W ALONG SAID NORTHERLY RIGHT OF WAY,
504.30' TO A FOUND IRON PIPE; THENCE N88°47'48"E, 389.26' TO THE POINT OF BEGINING.

SAID PARCEL CONTAINING 1.46 ACRES MORE OR LESS.

SAID PARCEL SUBJECT TO ALL RIGHTS, RESERVATIONS, RESTRICTIVE COVENANTS AND EASEMENTS EITHER
RECORDED OR UNRECORDED.

THIS 7 TH DAY OF NOVEMBER, 2022.

Michael A. Greeson
MICHAEL A. GREESON, R.L.S. #2770



OWNERS CERTIFICATE:

AS ACTING MEMBER, I ALEX ALGER, MEMBER TWILIGHT HOLDINGS, LLC., HEREBY CERTIFY THAT I HAVE
CAUSED THE LAND DESCRIBED ABOVE TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED ON THIS
CERTIFIED SURVEY MAP IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 236.34 OF THE WISCONSIN
STATE STATUTES, THE TOWN OF EAST TROY AND WALWORTH COUNTY. WE ALSO CERTIFY THAT THIS CERTIFIED
SURVEY MAP IS REQUIRED TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL. (TOWN OF EAST TROY,
VILLAGE OF MUKWONAGO EXTRA TERRITORIAL AND WALWORTH COUNTY ZONING)

WITNESS THE HAND AND SEAL OF SAID OWNERS THIS ____ DAY OF _____, 2022.

ALEX ALGER, MEMBER

STATE OF WISCONSIN)
) ss.

COUNTY)

PERSONALLY CAME BEFORE ME THIS ____ DAY OF _____, 2022, THE ABOVE NAMED ALEX
ALGER, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT
AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, _____ COUNTY, WISCONSIN.

MY COMMISSION EXPIRES _____ .



CERTIFIED SURVEY MAP NO. _____

PART OF GOVERNMENT LOT 2, OF SECTION 11, TOWNSHIP 4 NORTH,
RANGE 18 EAST, TOWN OF EAST TROY, WALWORTH COUNTY,
WISCONSIN.

TOWN OF EAST TROY BOARD APPROVAL CERTIFICATE:

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE TOWN BOARD OF THE TOWN OF EAST TROY,
ON THIS _____ DAY OF _____, 2022.

JOSEPH KLARKOWSKI, CHAIRMAN

KIM BUCHANAN, CLERK

WALWORTH COUNTY ZONING AGENCY APPROVAL CERTIFICATE:

THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED BY THE WALWORTH COUNTY ZONING
AGENCY, ON
THIS _____ DAY OF _____, 2022.

RYAN SIMONS, CHAIRMAN

VILLAGE BOARD OF MUKWONAGO APPROVAL (EXTRA-TERRITORIAL)

THIS CERTIFIED SURVEY MAP LOCATED WITHIN THE EXTRA- TERRITORIAL JURISDICTION OF THE VILLAGE OF
MUKWONAGO IS HEREBY APPROVED BY THE VILLAGE OF MUKWONAGO BOARD
THIS _____ DAY OF _____, 2022.

FRED WINCHOWKY, PRESIDENT

DIANA DYKSTRA, CLERK-TREASURER



Michael A. Greeson



VILLAGE OF MUKWONAGO RESOLUTION 2023-06

**RESOLUTION APPROVING A CERTIFIED SURVEY FOR A PROPERTY LOCATED AT
N8980 E MIRAMAR DRIVE IN THE TOWN OF EAST TROY, WALWORTH COUNTY**

WHEREAS, Twilight Holdings LLC owns the property located at N8980 E Miramar Drive in the Town of East Troy and has submitted a certified survey map to the Village for review; and

WHEREAS, the property is located in the Village's extraterritorial review area and is therefore subject to the review by the Village; and

WHEREAS, the Village Plan Commission reviewed the petitioner's request at their meeting on January 10, 2023, and recommended approval of the same as set forth in this resolution; and

NOW, THEREFORE, BE IT RESOLVED, the Village Board of the Village of Mukwonago approves the proposed certified survey map subject to the following conditions:

1. According to Walworth County, E Miramar Drive is the correct road name. Sheet 1 should be corrected accordingly.
2. The property owner name needs to be verified and corrected on Sheet 1 and 2 to be consistent. According to the Wisconsin Department of Financial Institutions, Twilight Holdings LLC (Alexander Grant Alger, Agent) is no longer registered as of January 1, 2023.
3. If Twilight Holdings LLC is a valid company, the agent is currently listed as Alexander Grant Alger. The owner's signature block and surveyor's signature block should be revised to more closely match the agent's name as currently registered.
4. The reference to "R.L.S" in the surveyor's certificate on sheet 2 should likely be changed to "P.L.S" to correspond to Professional Land Surveyor.
5. The surveyor's seal, signature, and date must appear on all sheets of the final CSM. The same revision date must also be noted on each sheet.
6. The property owner must pay all fees and charges that are owed to the Village.

The Village President is authorized to sign the original certified survey map when the above conditions have been satisfied as determined by the village planner.

Passed and dated this 18th day of January 2023

VILLAGE OF MUKWONAGO

By: _____
Fred Winchowky, Village President

Attest: _____
Diana Dykstra, Village Clerk