



**PLAN COMMISSION MEETING AGENDA**  
**Monday, February 2, 2026 \* 6:00 PM \* Court Room**

13600 Juneau Boulevard, Elm Grove, WI 53122

Zoom Link: <https://us02web.zoom.us/j/87269624367?pwd=SGFYZHFFUndlRG0wMzdLZ0lrNkpCZz09>

Meeting ID: 872 6962 4367

Passcode: 473888

**1. Roll Call**

Documents:

[\*plan commission memo\\_20260202.pdf\*](#)

**2. Review and Act on Meeting Minutes Dated January 5, 2026**

Documents:

[\*1\\_5\\_2026dm.pdf\*](#)

**3. Review and Act on a Plan of Operation for Magnificent Top Notch Cleaning LLC,  
910 Elm Grove Rd #32**

Documents:

[\*plan of operation\\_top notch cleaning\\_910 elm grove rd 32.pdf\*](#)

**4. Review and Act on a Plan of Operation for Block Legal Services LLC, 13545  
Watertown Plank Rd #7**

Documents:

[\*plan of operation\\_block legal services\\_13545 watertown plank rd 7.pdf\*](#)

**5. Public Hearing, Review and Act on an Ordinance Amending § 335-26. I-1  
Institutional District of the Village of Elm Grove Code of Ordinances**

Documents:

*[bt notice of public hearing - i-1 district ord \(w\\_ hdlm edits\)\(43753079.1\).pdf](#)*  
*[ord 2026-01 amending 335-26. i-1 institutional district.pdf](#)*  
*[noticed properties.pdf](#)*

**6. Public Hearing, Review and Act on an Ordinance Creating § 335-21.2 Rm-3 Multiple-Family Residential District of the Elm Grove Code of Ordinances Accommodating Community-based residential facilities (CBRFs) and Residential Care or Assisted Living for Eligible Residents**

Documents:

*[bt notice of public hearing - rm-3 ord \(hdlm edits 1-9-26\)\(43753211.1\).pdf](#)*  
*[ord 2026-02 creating 335-21.2 rm-3 multiple-family residential district.pdf](#)*  
*[noticed properties.pdf](#)*

**7. Other Business.**

**8. Adjournment.**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village 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 in the above notice.

# Memo



To: Plan Commission  
Cc: Tom Harrigan, Village Manager  
From: Ethan Sowl, Assistant Village Manager / Zoning & Planning Administrator  
Date: February 2, 2026  
Re: Plan Commission Meeting Memorandum

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**1. Review and act on a Plan of Operation for Magnificent Top Notch Cleaning LLC, 910 Elm Grove Rd #32**

Magnificent Top Notch Cleaning seeks to operate a residential cleaning company at 910 Elm Grove Road. The operation would be considered a permitted use (Business Office/Janitorial Supplies) in the B-1 Local Business District.

**2. Review and act on a Plan of Operation for Block Legal Services LLC, 13545 Watertown Plank Rd #7**

William Block seeks to operate his law office out of 13545 Watertown Plank Road. The operation would be considered a permitted use (Professional Office) in the B-3 Mid-Rise Business District.

**3. Public Hearing, Review and Act on an Ordinance Amending § 335-26. I-1 Institutional District of the Village of Elm Grove Code of Ordinances**

May 27, 2025 Board of Trustees Meeting

The Board of Trustees remanded review of the Village's I-1 Institutional District ordinance to the Legislative Committee on May 27, 2025.

Legislative Committee Meetings

Over the course of several Legislative Committee meetings, the existing permitted and conditional uses were reviewed and determinations were made as to if they are still relevant and/or appropriate for the Village of Elm Grove.

November 3, 2025 Plan Commission Meeting:

The Commission reviewed a draft revised I-1 ordinance and discussed removing community-based residential facilities (CBRFs) and residential care apartment complexes (RCACs) from the conditional use section at the request of the Legislative Committee. The only property in the I-1 District that falls into the CBRF/RCAC category is the Heritage Elm Grove Senior Living facility at 800 Wall Street. The ordinance was remanded back to the Legislative Committee for further review.

December 16, 2025 Legislative Committee Meeting:

The Committee recommended striking all mention of CBRFs and RCACs from the I-1 ordinance and reviewed a draft ordinance establishing a new zoning district, Rm-3 Multi-Family Residential, to ensure the Heritage facility remains a permitted use (albeit in a new zoning district).

Staff Recommendation:

To make a motion recommending approval of an Ordinance Amending § 335-26. I-1 Institutional District of the Village of Elm Grove Code of Ordinances

**4. Public Hearing, Review and Act on an Ordinance Creating § 335-21.2 Rm-3 Multiple-Family Residential District of the Elm Grove Code of Ordinances Accommodating Community-based residential facilities (CBRFs) and Residential Care or Assisted Living for Eligible Residents**

This ordinance establishes a new zoning district specifically for CBRFs and RCACs. The ordinance would ensure that the Heritage remains a permitted use, albeit in a newly created zoning district.

If this ordinance is approved by the Board of Trustees on February 27<sup>th</sup>, staff will prepare materials to formally rezone the property at 800 Wall Street property (The Heritage) to the newly created district. This action must be on a future agenda as it requires separate notification.

Staff Recommendation:

To make a motion recommending approval of an Ordinance Creating § 335-21.2 Rm-3 Multiple-Family Residential District of the Elm Grove Code of Ordinances Accommodating Community-based residential facilities (CBRFs) and Residential Care or Assisted Living for Eligible Residents



**PLAN COMMISSION MEETING MINUTES**  
**Monday, January 5, 2026 \* 5:00 PM \* Court Room**  
13600 Juneau Boulevard, Elm Grove, WI 53122

1/5/2026 - Minutes

**1. Roll call**

President Koleski called the meeting to order at 5:00 p.m.

**Present:**

- President Koleski
- Ms. Becker
- Mr. Cashin
- Mr. Fronberry
- Ms. Peter
- Ms. Stuckert
- Mr. Termuehlen (arrived at 5:02 p.m.)

**Absent:**

- None.

**Also Present:**

- Thomas Harrigan, Village Manager
- Ethan Sowl, Assistant Village Manager / Zoning & Planning Administrator

**2. Review and act on meeting minutes dated December 1, 2025**

Mr. Cashin made a motion to approve the minutes. Ms. Becker seconded. Motion passed 7-0.

**3. Interview Consultants for Integrated Comprehensive and Downtown Master Plan**

President Koleski stated that the Commission, as previously discussed, will be interviewing the three finalists this evening. Each consultant will have 20 minutes for their presentation, followed by a question-and-answer session with the Commission. Each commissioner is encouraged to ask one question per interview.

**Studio gwa / Redevelopment Resources**

Represented by Kristen Fish-Peterson and Dayna Sarver of Redevelopment Resources and Ashley Sarver, Aaron Halvorsen, and Michael Smith of Studio gwa, the consultant delivered a timed 20-minute presentation to the Commission.

Ms. Peter asked if the two consultant firms work together often. Fish-Peterson and A. Sarver stated that they frequently work together on projects similar to Elm Grove's, but also complete projects individually.

[Mr. Termuehlen, Ms. Stuckert, and Mr. Fronberry asked questions; however, the meeting recording did not pick their voices up.]

Ms. Becker asked how they have handled individuals who are resistant to redevelopment or the project at-large in past work. Fish-Peterson stated that they have used a PR firm in the past for a particularly controversial project, using a "diffuse and enthruse" strategy to address negative voices while also ensuring they feel included in the project. A. Sarver stated that, in these situations, it is also incumbent upon the consultant to adjust plan concepts if the community is unsupportive of it.

Mr. Cashin asked what they thought is unique about Elm Grove. Additionally, Cashin asked where there are areas of growth for the Village. A. Sarver stated that Elm Grove's natural beauty and old growth trees are impressive. Sarver observed that a section of the Village's downtown is very walkable with nice lighting, while the section west of the tracks is less walkable and is designed to make people feel closer to the street, albeit still probably inclusive of many great businesses.

President Koleski asked if the project team has had experience in making people determine priorities in the public engagement process, specifically utilizing nominal voting/scaling techniques. Fish-Peterson stated that she has facilitated an activity utilizing Monopoly money to encourage participants to place a dollar amount on their choices. D. Sarver stated that she has found that including an open-ended "Other" question in online surveys encourages respondents to provide quantifiable anecdotal data.

#### RINKA / MSA

Represented by Eric Mayne of RINKA and Stephen Tremlett, Brian Wiedenfeld, and Morgan Shapiro of MSA, the consultant delivered a timed 20-minute presentation to the Commission.

Mr. Fronberry asked how the project team handles change throughout a planning process. Tremlett stated that it is about listening to property owners and constituents and hearing what their direction is to identify strategies to help the community thrive.

Ms. Becker stated that the visuals provided in the proposal and presentation are lovely, emphasizing branding is an important aspect of a successful plan. Becker shared her concern that the two consultants have not worked together in the past, asking how responsibilities would be divided amongst both groups. Mayne responded that RINKA would be primarily responsible for the downtown plan, with MSA leading the comprehensive plan. Becker asserted the importance that the downtown plan be naturally embedded within the overall comprehensive plan. Mayne stated that it is to the Village's benefit having two teams of experts working on this project. Mayne stated that the comprehensive plan will launch earlier, particularly to gather important data. However, Mayne ensured that the two plans will be on parallel tracks. Tremlett emphasized the importance of the project work group, described in detail in the proposal, which will ensure both plans are working in concert.

Mr. Cashin asked if the project team has had any initial thoughts on improving pedestrian and vehicular traffic flow in the downtown. Mayne stated that the Daylighting project will create a buffer along the tracks for improved traffic flow opportunities.

Ms. Peter asked Mayne how he would answer the question, "what would you do with Elm Grove next?" Mayne stated that there could be more placemaking-type destinations within the downtown.

Mr. Termuehlen stated that Elm Grove is largely built out, emphasizing the importance of engaging with property owners within the downtown to achieve community goals. Termuehlen asked what strategies the project team would suggest in aligning downtown property owners with the Village's vision, particularly if they don't share in that vision. Mayne stated that aligning with existing landowners in an effort to help them better understand the benefits to their interests in addition to community benefits is important. Tremlett stated that identifying low-hanging fruit opportunities for redevelopment or enhancement of the downtown is important at the outset to gather buy-in from surrounding property owners.

Ms. Stuckert stated that public survey issued as part of the 2019 downtown planning effort asked residents what amenities and types of development they would like to see. However, some of the answers ended up including lengthy, unrealistic wish lists of items without an understanding of their market feasibility. Stuckert asked how the project team would ask the right questions so as not to repeat the past. Shapiro, who would be responsible for developing the survey questions, stated that achieving a more holistic understanding of what residents love about

Elm Grove is important. Understanding why residents choose to live in the community, what they think about the schools, parks, and other community resources is important in informing their preferences on economic development within the downtown.

President Koleski asked how the project team would look at the downtown from massing standpoint; what have other communities of Elm Grove's size done to retain, attract, and repurpose? Tremlett stated that it is important to identify a small, but catalytic site to reinvigorate the downtown. Tremlett stated that the Village should also continue to invest in the downtown, including in pathways or sidewalks to make it more walkable.

### Vandewalle & Associates

Represented by Jackie Minch, Meredith Perks, and Jeff Maloney, the consultant delivered a timed 20-minute presentation to the Commission.

Ms. Peter asked if the project team has any ideas or suggestions for parking within the downtown. Minch emphasized the importance of on-street parking policies, specifically including time limits. Additionally, encouraging joint parking within the downtown is another strategy.

Mr. Termuehlen stated that many property owners within the downtown have their own parking arrangements with nearby properties, but that there is not always a rhyme-or-reason to it when viewing the downtown as a whole. Termuehlen asked how the project team would suggest engaging with property owners to address this issue. Maloney suggested some sort of Village participation in reviewing the right-of-way to evaluate on-street parking opportunities. Maloney also suggested providing some restrung design recommendations to property owners to help them see the benefits of different arrangements.

Ms. Stuckert stated that public survey issued as part of the 2019 downtown planning effort asked residents what amenities and types of development they would like to see. However, some of the answers ended up including lengthy, unrealistic wish lists of items without an understanding of their market feasibility. Stuckert asked how the project team would ask the right questions so as not to repeat the past. Maloney stated that survey questions should be framed to help residents understand that their desires for the downtown may require certain types of other development to be realistic.

Mr. Fronberry asked if the project team had any suggestions for potential improvements along Watertown Plank Road. Maloney stated that pedestrian walkway/pathway improvements to the downtown would be helpful. Maloney stated that, ultimately, it would depend on how aggressive the Village wants to be in pursuing development/redevelopment.

Ms. Becker asked how the project team handles opposition to elements of proposed plans in an effort to preserve public trust in the process. Minch stated that, ultimately, the plan is the Village's, not Vandewalle's. Maloney stated that you have to take extra care with people and talk to them about plan elements facing opposition, ensuring everyone is on the same page as to its meaning. Maloney stated that, sometimes, misunderstandings are what creates opposition. Minch stated that they are also not afraid to scale back recommendations while ensuring key plan elements that are important to the community remain.

Mr. Cashin stated that he like their comment of approaching the downtown plan as a refresh or refresh-plus. Cashin asked them to elaborate on how this may apply to Elm Grove. Minch stated that identifying uses that the community would like to attract downtown and what the appetite is for downtown gathering spaces/plazas and providing renderings/visuals of proposed examples. Maloney suggested that an inventory of existing buildings may be helpful to identify opportunities for adaptive reuse, redevelopment and other improvements.

President Koleski stated that he is a very visual person and asked how the project team plans to help the community visualize what is being proposed as part of this planning process. Maloney stated that most of the visuals Vandewalle creates are drawn by hand at a sketch level. This is done purposefully so as not to get the community stuck on specific design details such as facade materials and colors, etc. However, Maloney stressed the importance that visuals identify preferred height, massing, building location, building orientation, and parking.

President Koleski asked how the project team plans to manage those opposed to the project or the "loud voices." Maloney stated that having side conversations with those individuals is important, communicating to them that the purpose of the plan is to communicate to the development community what is acceptable to the Elm Grove community. This is the opportunity to express the community's vision, not as much as when an active development proposal is being considered.

### Review of Proposals

President Koleski asked if Trustee Olson, who was in the audience, would like to share his thoughts on the interviews. Olson responded to the concerns surrounding RINKA and MSA's lack of experience working together in the past, recalling his own personal experience in responding to these types of RFPs. Olson stated that choosing the most strategic partner to complete the project at hand is the way these consultants approach collaboration; they are not as concerned about not having worked together in the past.

Olson thought all three consultants did a good job interviewing this evening and that he thought the Vandewalle team did the best job of tailoring their proposal and presentation to Elm Grove.

President Koleski asked if Trustee Schindler, who was in the audience via Zoom during the presentation, would like to share his thoughts. Schindler thought that all consultants interviewed well, but that Studio gwa stuck out the most to him.

President Koleski asked if the Commissioners had thoughts on which consultant they would like to recommend to the Board of Trustees.

Ms. Peter stated that she is particularly sensitive to the Village's working relationship with Vandewalle, having completed the CORP in 2025. However, Peter stated that each firm is well qualified to complete the project. Mr. Termuehlen agreed.

Ms. Stuckert agreed that all three consultants are well qualified to complete the project; however, she would prefer the Village select Studio gwa.

President Koleski expressed some concern on Vandewalle's distinction between the CORP and the comprehensive and downtown master plan. Koleski emphasized that the downtown plan is the truly important element to this effort.

Ms. Becker agreed that all three consultants presented well and that the margins between each are thin. However, Becker still rated Vandewalle the highest.

**Mr. Cashin made a motion to recommend the selection of Vandewalle & Associates to complete the Integrated Comprehensive and Downtown Master Plan with the Village to the Board of Trustees. Ms. Peter seconded. Motion passed 7-0.**

#### **4. Other Business.**

None.

#### **5. Adjournment.**

Mr. Cashin made a motion to adjourn. Mr. Fronberry seconded. Meeting adjourned at 8:39 p.m.



Village of  
**Elm Grove**

**VILLAGE OF ELM GROVE  
APPLICATION FOR PLAN OF OPERATION AND  
CHANGE OF USE/AMENDMENT TO  
EXISTING OPERATION**

**\*\* This document is a matter of public record and may be viewed upon request \*\*  
\$50.00 APPLICATION FEE DUE AT TIME OF SUBMISSION**

**Business Information:**

Name of Proposed Business: Magnificent Topnotch Cleaning LLC

Business Federal Tax Identification Number: 08-0954270

Address of Proposed Business: 910 Elm Grove Rd

Unit #: 32

Property Tax Key:

**Business Owner Information:**

Name: Tikki Mitchell

Mailing Address: N16W22360 Watertown Rd

Unit #: 6014

Business Phone #: 414-808-4044

Cell Phone #: [REDACTED]

Email Address: [REDACTED]

**Property Owner/Registered Agent Information:**

Name: ~~Elm~~ NEPTUNE ELM GROVE LLC, BRYAN STUTZKI, MEMBER

Mailing Address: 910 ELM GROVE RD STE 17, ELM GROVE WI 53122

Unit #: 17

Business Phone #: [REDACTED]

Cell Phone #: [REDACTED]

Email Address: [REDACTED]

**Business Use Information (attach additional sheets if necessary):**

1. Explanation of Proposed Business (e.g. use of building/property):

Residential Cleaning Company Needing a Bigger Space for Storage.

2. Total Number of Employees/Number of Employees on Largest Work Shift:

Total Number of Employees: 2 (both full and part time)

Total Number of Employees on Largest Work Shift: 2

3. Hours of Operation (for each day of the week):

Mon: 9-5 Tues: 9-5 Wed: 9-5 Thurs: 9-5 Fri: 9-5 Sat: 9-5 Sun: 9-5

**Business Use Information (Continued):**

## 4. Customer Load:

Daily Average: 1Daily Peak: 2

## 5. Will you be submitting for signage? (If yes, your proposal must meet Building Board specifications—see Zoning Administrator)

☐ Yes☒ No

## 6. Will there be a dumpster located on the property? (If yes, it must be screened from the street and all neighboring properties, per Village Ordinance—see Zoning Administrator)

☐ Yes☒ No

## 7. Expected Date of Occupancy:

12/1/2025

**Site Plan Information:** Provide representation of the following: ingress; egress; parking arrangement; landscaping; loading docks/stalls; refuse/recycling receptacle storage; equipment/materials storage; accessory structures.

(If a site plan has been previously filed with the Village, please indicate below and reference the date of submittal.)

**Floor Plan Information:** Provide identification of offices, conference rooms, display areas and storage areas. List all other occupants within the building, their business and parking requirements (may be provided by building owner).

**Building Permits:** Repairs, alterations, or mechanical work to any structure or tenant space may require permits. Please contact the Village Building Inspector Mike Hadley for questions. Email: [mhadley@safebuilt.com](mailto:mhadley@safebuilt.com) / Phone: (262) 212-8615.

**Approval of the Plan of Operation and Site Plan Review will NOT be granted without receipt of this completed form at least 20 business days prior to a regularly scheduled Plan Commission meeting (first Monday of each month).**

Applicant Name (Print): TIRKI MITCHELLApplicant Signature: [Signature]Date: 12/1/2025

Property Owner/Registered

Agent Name (Print): NEPTUNE ELM GROVE LLC, BRYAN STUTZKI, MEMBER

Property Owner/Registered

Agent Signature: [Signature]Date: 12/1/2025

Signature of this document denotes review of and agreement to the content of this form and the requirements of Section 335-85.

**FOR INTERNAL OFFICE USE ONLY:**

|                                       |                                     |     |                          |    |                    |                      |                                                                                                                                                                                                                                                                                                                                          |  |
|---------------------------------------|-------------------------------------|-----|--------------------------|----|--------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Form and Payment Received:            | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> | Copies provided to:<br><input checked="" type="checkbox"/> Building Inspector<br><input checked="" type="checkbox"/> Assessor<br><input checked="" type="checkbox"/> Village Clerk<br><input checked="" type="checkbox"/> Fire Inspector<br><input checked="" type="checkbox"/> Fire Chief<br><input checked="" type="checkbox"/> Police |  |
| Form Complete:                        | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> |                                                                                                                                                                                                                                                                                                                                          |  |
| Photo ID Verification:                | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> |                                                                                                                                                                                                                                                                                                                                          |  |
| Lease Verification w/ Property Owner: | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> |                                                                                                                                                                                                                                                                                                                                          |  |
| Zoning Administrator Review:          | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> |                                                                                                                                                                                                                                                                                                                                          |  |

## CONDITIONS OF APPROVAL:

☐

APPROVED

☐

DENIED



Village of  
**Elm Grove**

**VILLAGE OF ELM GROVE  
APPLICATION FOR PLAN OF OPERATION AND  
CHANGE OF USE/AMENDMENT TO  
EXISTING OPERATION**

**\*\* This document is a matter of public record and may be viewed upon request\*\*  
\$50.00 APPLICATION FEE DUE AT TIME OF SUBMISSION**

**Business Information:**

Name of Proposed Business: Block Legal Services, LLC

Business Federal Tax Identification Number: 45-4286347

Address of Proposed Business: 13545 Watertown Plank Road

Unit #: 7

Property Tax Key: EGV 1106148

**Business Owner Information:**

Name: William D. Block

Mailing Address: 13545 Watertown Plank Road

Unit #: 7

Business Phone #: 414-930-4478

Cell Phone #: [REDACTED]

Email Address: [REDACTED]

**Property Owner/Registered Agent Information:**

Name: Palm Beach LLC

Mailing Address: 13545 Watertown Plank Road

Unit #: 1

Business Phone #: 262-501-0635

Cell Phone #: [REDACTED]

Email Address: [REDACTED]

**Business Use Information (attach additional sheets if necessary):**

1. Explanation of Proposed Business (e.g. use of building/property):

Law firm, specializing in estate planning and probate

2. Total Number of Employees/Number of Employees on Largest Work Shift:

Total Number of Employees: 2 (both full and part time)

Total Number of Employees on Largest Work Shift: 2

3. Hours of Operation (for each day of the week):

Mon: 7a - 7p Tues: 7a - 7p Wed: 7a - 7p Thurs: 7a - 7p Fri: 7a - 7p Sat: 7a - 7p Sun: 7a - 7p

**Business Use Information (Continued):****4. Customer Load:**Daily Average: 2Daily Peak: 5**5. Will you be submitting for signage? (If yes, your proposal must meet Building Board specifications—see Zoning Administrator)**☐

Yes

☒

No

**6. Will there be a dumpster located on the property? (If yes, it must be screened from the street and all neighboring properties, per Village Ordinance—see Zoning Administrator)**☐

Yes

☒

No

**7. Expected Date of Occupancy:**3/1/2026

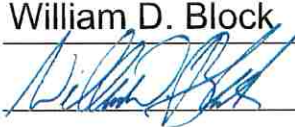
**Site Plan Information:** Provide representation of the following: ingress; egress; parking arrangement; landscaping; loading docks/stalls; refuse/recycling receptacle storage; equipment/materials storage; accessory structures.

(If a site plan has been previously filed with the Village, please indicate below and reference the date of submittal.)

**Floor Plan Information:** Provide identification of offices, conference rooms, display areas and storage areas. List all other occupants within the building, their business and parking requirements (may be provided by building owner).

**Building Permits:** Repairs, alterations, or mechanical work to any structure or tenant space may require permits. Please contact the Village Building Inspector Mike Hadley for questions. Email: mhadley@safebuilt.com / Phone: (262) 212-8615.

**Approval of the Plan of Operation and Site Plan Review will NOT be granted without receipt of this completed form at least 20 business days prior to a regularly scheduled Plan Commission meeting (first Monday of each month).**

Applicant Name (Print): William D. BlockApplicant Signature: Date: 1/15/2026

Property Owner/Registered

Agent Name (Print): \_\_\_\_\_

Property Owner/Registered

Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of this document denotes review of and agreement to the content of this form and the requirements of Section 335-85.**

**FOR INTERNAL OFFICE USE ONLY:**

|                                       |                                     |     |                          |    |                    |                      |                     |
|---------------------------------------|-------------------------------------|-----|--------------------------|----|--------------------|----------------------|---------------------|
| Form and Payment Received:            | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> | Copies provided to: |
| Form Complete:                        | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> |                     |
| Photo ID Verification:                | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> |                     |
| Lease Verification w/ Property Owner: | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> |                     |
| Zoning Administrator Review:          | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO | Initial: <u>ES</u> | Date: <u>1/16/26</u> |                     |

☒

Building Inspector

☒

Assessor

☐

Village Clerk

☒

Fire Inspector

☒

Fire Chief

☒

Police

**CONDITIONS OF APPROVAL:**☐

APPROVED

☐

DENIED

\*THIS FORM IS NOT VALID UNLESS STAMPED AND SIGNED BY THE VILLAGE

AUTHORIZED SIGNATURE \_\_\_\_\_

**NOTICE OF PUBLIC HEARING  
BOARD OF TRUSTEES  
VILLAGE OF ELM GROVE**

**WHEREAS**, pursuant to Village of Elm Grove Ordinance §335, Article X Changes and Amendments, the Plan Commission and Board of Trustees will be considering a text amendment to §335-26 I-1 Institutional District as contained in the attached amendment draft.("Draft");

**WHEREAS**, matters of public interest are involved;

**NOW THEREFORE, PLEASE TAKE NOTICE**, that the Plan Commission will consider this Draft at their regularly scheduled meeting on Monday, February 2, 2026 at Village Hall 13600 Juneau Blvd, at 6:00 P.M., and provide a recommendation to the Board of Trustees. The Board of Trustees will then hold a Public Hearing on this matter on February 24, 2026 at Village Hall 13600 Juneau Blvd, at 7:00 P.M. The Public Hearings will consider the following:

*Public hearing, review and act on possible Draft text amendments to the Village of Elm Grove Zoning Code, Section §335-26 I-1 Institutional District.*

The Draft is also on file in the office of the Zoning and Planning Administrator and available for inspection.

Dated at Elm Grove, Wisconsin this 13<sup>th</sup> day of January 2026.

Crystal Turner, Village Clerk

Posted Locations: Village Hall, 13600 Juneau Blvd., Village Website  
Posted Date: January 13, 2026

**STATE OF WISCONSIN**

**WAUKESHA COUNTY**

**VILLAGE OF ELM GROVE**

**ORDINANCE NO. 2026-01**

**AN ORDINANCE AMENDING**

**§ 335-26. I-1 Institutional District of the Village of Elm Grove Code of Ordinances**

**THE VILLAGE BOARD OF THE VILLAGE OF ELM GROVE DO ORDAIN AS FOLLOWS:**

**Section 1: 335-26 I-1 Institutional District of the CODE OF ORDINANCES OF THE VILLAGE OF Elm Grove is hereby amended by the deletion of as follows:**

**§ 335-26. I-1 Institutional District.**

The I-1 Institutional District is intended to provide for private and quasi-public institutional uses and private and public schools.

**A. Permitted uses.**

(1) Churches.

(2) Fraternal lodges.

(3) Libraries.

(4) Public or private schools as defined in § 115.001(3r) and § 115.01(1) Wis. Stats.

(5) Social, veteran, and service clubs.

**B. Permitted accessory uses.**

(1) Residential quarters for caretakers or clergy.

(2) Garages for storage of vehicles used in conjunction with the operation of a permitted use.

(3) Off-street parking and loading areas.

(4) Service buildings and facilities normally accessory to the permitted uses.

**C. Conditional uses.**

(1) Cemeteries.

(2) Private recreation clubs.

(3) Water towers and storage tanks.

(4) Transmitting towers, receiving towers, relay and microwave towers with or without broadcast facilities or studios.

(5) Wireless communication antennas.

~~(6) Community based residential facilities with densities not to exceed 12 residential units per net acre. An enhanced density of not more than 35 residential units per net acre may be granted at the discretion of the Board of Trustees if found to comply with all criteria listed~~

~~under § 335-30F(3)(d). All residential units in a community based residential facility allowable under this subsection shall consist of at least a single room with an attached bathroom that shall not be occupied by more than two residents.~~

~~(7) Residential care apartment complexes with densities not to exceed 12 residential units per net acre. An enhanced density of not more than 30 residential units per net acre may be granted at the discretion of the Board of Trustees if found to comply with all criteria listed under § 335-30F(3)(d).~~

(6) Parking lots, driveways, walkways or other hardscape constructed using a permeable surface to exceed the allowable percentage of maximum impervious surface area as defined under §335-12C(1).

D. Lot area and width. Lots in the I-1 District shall be a minimum of 20,000 square feet in area with a minimum lot width of 100 feet at the front building line.

E. Building height and area.

(1) No principal structure or part of a principal structure shall exceed 35 feet in height. No accessory structure shall exceed 10 feet in height.

(2) A one-story dwelling shall have a minimum living area of 1,600 square feet.

(3) A split-level home shall have a minimum living area of 1,600 square feet on the upper two levels.

(4) A one-and-one-half-story home shall have a minimum living area of 1,400 square feet on the first floor and a total minimum area of 1,950 square feet.

(5) A two-story home shall have a minimum combined living area of 2,100 square feet on the two floors.

(6) The required attached garage shall have a minimum floor area of 440 square feet.

(7) The sum total of the floor area of the principal building and all accessory buildings shall not exceed 30% of the lot area.

F. Yards (principal and/or accessory buildings).

(1) There shall be a minimum building setback of 50 feet from the abutting street right-of-way.

(2) There shall be a side yard setback on each side of the principal structure not less than 30 feet in width.

(3) There shall be a rear yard setback of not less than 25 feet.

~~G. Community based residential facilities and residential care apartment complexes. Notwithstanding any other provision in this subsection to the contrary, for facilities granted a conditional use permit under § 335-26C(8) and/or § 335-26C(9) the following building height and area rules shall apply:~~

~~(1) The principal structure may not exceed two stories in height.~~

78 ~~(2) Maximum impervious surface: 65% of lot area.~~

79 ~~(3) Maximum building footprint area: 65% of lot area.~~

80 ~~(4) Lots shall be a minimum of 40,000 square feet in area with a minimum lot width of 100~~  
81 ~~feet at the front building line.~~

82 **Section 2:** This ordinance shall take effect and be in full force from and after its passage and  
83 publication by posting.

84

85 Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

86

87 VILLAGE OF ELM GROVE

88

89 By: \_\_\_\_\_

90 Jim Koleski, Village President

91 ATTEST:

92

93 \_\_\_\_\_  
Crystal Turner, Village Clerk/Deputy Treasurer

| TAXKEY         | SITEADDRESS                | OWNERNAMEFULL                                      | PSTLADRESSLINE1             | PSTLADRESSLINE2          |
|----------------|----------------------------|----------------------------------------------------|-----------------------------|--------------------------|
| EGV 1099977    | 1500 PILGRIM PKWY          | JOINT COMMON SCHOOL DISTRICT NO 1                  | 1500 PILGRIM PKWY           | ELM GROVE, WI 53122-1530 |
| EGV 1110995003 | NOT ASSIGNED               | ELM GROVE LUTHERAN CHURCH                          | 805 TERRACE DR              | ELM GROVE, WI 53122-2033 |
| EGV 1110995001 | 755 TERRACE DR             | ELM GROVE LUTHERAN CHURCH                          | 755 TERRACE DR              | ELM GROVE, WI 53122-2031 |
| EGV 1110994    | 945 TERRACE DR             | ELM GROVE LUTHERAN CHURCH                          | 945 TERRACE DR              | ELM GROVE, WI 53122      |
| EGV 1110995002 | 805 TERRACE DR             | ELM GROVE LUTHERAN CHURCH                          | 805 TERRACE DR              | ELM GROVE, WI 53122-2033 |
| EGV 1109153    | 855 SAN JOSE DR            | ELM GROVE COMMUNITY METHODIST CHURCH               | 855 SAN JOSE DR             | ELM GROVE, WI 53122      |
| EGV 1109154    | 14700 WATERTOWN PLANK RD   | ELM GROVE COMMUNITY METHODIST CHURCH               | 14700 WATERTOWN PLANK RD    | ELM GROVE, WI 53122      |
| EGV 1109162002 | WATERTOWN PLANK RD         | AUXANO CHURCH INC                                  | 14625 WATERTOWN PLANK RD    | ELM GROVE, WI 53122-2426 |
| EGV 1106118    | 13885 WATERTOWN PLANK RD   | ELM GROVE WOMENS CLUB                              | 13885 WATERTOWN PLANK RD    | ELM GROVE, WI 53122      |
| EGV 1105998003 | NOT ASSIGNED               | ST MARYS PARISH OF THE VISITATION                  | 1260 CHURCH ST              | ELM GROVE, WI 53122-1767 |
| EGV 1105998006 | 13155 WATERTOWN PLANK RD   | SCHOOL SISTERS OF NOTRE DAME                       | 10700 W RESEARCH DR STE 145 | MILWAUKEE, WI 53226-3458 |
| EGV 1105998002 | 13205 WATERTOWN PLANK RD   | ST MARYS CONGREGATION                              | 1260 CHURCH ST              | ELM GROVE, WI 53122-1767 |
| EGV 1104999    | 13150 JUNEAU BLVD          | ST MARYS CHURCH                                    | 13150 JUNEAU BLVD           | ELM GROVE, WI 53122      |
| EGV 1104168    | 1260 CHURCH ST             | ST MARYS PARISH                                    | 1260 CHURCH ST              | ELM GROVE, WI 53122      |
| EGV 1104998    | 13110 JUNEAU BLVD          | ST MARYS PARISH                                    | 1260 CHURCH ST              | ELM GROVE, WI 53122      |
| EGV 1104170001 |                            | ST MARYS PARISH                                    | 1260 CHURCH ST              | ELM GROVE, WI 53122      |
| EGV 1103998    | 1260 CHURCH ST             | VISITATION OF THE BLESSED VIRGIN MARY CONGREGATION | 1260 CHURCH ST              | ELM GROVE, WI 53122      |
| EGV 1104996    | 1260 CHURCH ST             | ST MARYS PARISH                                    | 1260 CHURCH ST              | ELM GROVE, WI 53122      |
| EGV 1104169001 |                            | ST MARYS PARISH                                    | 1260 CHURCH ST              | ELM GROVE, WI 53122      |
| EGV 1104997    | 1260 CHURCH ST             | ST MARYS PARISH                                    | 1260 CHURCH ST              | ELM GROVE, WI 53122      |
| EGV 1102984    | 13605 UNDERWOOD RIVER PKWY | TONAWANDA SCHOOL SITE                              | 13605 UNDERWOOD RIVER PKWY  | ELM GROVE, WI 53122-1243 |
| EGV 1097991    | 1800 HIGHLAND DR           | WESTERN RACQUET CLUB                               | 1800 HIGHLAND DR            | ELM GROVE, WI 53122      |

**NOTICE OF PUBLIC HEARING  
BOARD OF TRUSTEES  
VILLAGE OF ELM GROVE**

**WHEREAS**, pursuant to Village of Elm Grove Ordinance §335, Article X Changes and Amendments, the Plan Commission and Board of Trustees will be considering the creation and addition of §335-21.2 Rm-3 Multiple-Family District ("Draft") to the Village of Elm Grove Code of Ordinances, copy of which is attached;

**WHEREAS**, matters of public interest are involved;

**NOW THEREFORE, PLEASE TAKE NOTICE**, that the Plan Commission will consider this Draft at their regularly scheduled meeting on Monday, February 2, 2026 at Village Hall 13600 Juneau Blvd, at 6:00 P.M., and provide a recommendation to the Board of Trustees. The Board of Trustees will then hold a Public Hearing on this matter on February 24, 2026 at Village Hall 13600 Juneau Blvd, at 7:00 P.M. The Public Hearings will consider the following:

*Public hearing, review and act on the possible Draft addition to the Village of Elm Grove Zoning Code, creating Section §335-21.2 Rm-3 Multiple-Family Residential District of the Elm Grove Code of Ordinances Accommodating Community-based residential facilities (CBRFs) and Residential Care or Assisted Living for Eligible Residents.*

The foregoing Draft is also on file in the office of the Zoning and Planning Administrator and is available for inspection.

Dated at Elm Grove, Wisconsin this 13<sup>th</sup> day of January, 2026.

Crystal Turner, Village Clerk

Posted Locations: Village Hall, 13600 Juneau Blvd., Village Website  
Posted Date: January 13, 2026

## ORDINANCE NO. 2026-02

**An Ordinance Creating § 335-21.2 Rm-3 Multiple-Family Residential District of the Elm Grove Code of Ordinances Accommodating Community-based residential facilities (CBRFs) and Residential Care or Assisted Living for Eligible Residents**

**THE VILLAGE BOARD OF THE VILLAGE OF ELM GROVE DO ORDAIN AS FOLLOWS:**

**SECTION 1: § 335-21.2. Rm-3 Multiple-Family Residential District of the Village of Elm Grove Ordinances is hereby created to read as follows:**

The Rm-3 Multiple-Family Residential District is intended to accommodate community-based residential facilities (CBRFs) and residential care apartment complexes (RCACs), as defined in Wis. Stat. chap. 50, providing supervised residential care, supportive services, or assisted living for eligible residents. Facilities within this district shall be fully served by municipal sanitary sewers.

**A. Permitted principal uses.**

- (1) Community-based residential facilities with densities not to exceed 12 residential units per net acre. An enhanced density of not more than 35 residential units per net acre may be granted at the discretion of the Board of Trustees if found to comply with all criteria listed under § 335-30F(3)(d). All residential units in a community-based residential facility allowable under this subsection shall consist of at least a single room with an attached bathroom that shall not be occupied by more than two residents.
- (2) Residential care apartment complexes with densities not to exceed 12 residential units per net acre. An enhanced density of not more than 30 residential units per net acre may be granted at the discretion of the Board of Trustees if found to comply with all criteria listed under § 335-30F(3)(d).

**B. Permitted accessory uses.**

- (1) Off-street parking and loading areas.
- (2) Accessory structures and uses customarily incident to the above uses.

**C. Lot area and width.**

- (1) Lots shall be a minimum of 40,000 square feet in area.

(2) Lots shall not be less than 100 feet in width at the front building line.

D. Building height and area.

(1) The principal structure may not exceed three stories in height.

(2) Maximum impervious surface: 65% of lot area.

(3) Maximum building footprint area: 65% of lot area.

E. Yards (principal and/or accessory buildings).

(1) There shall be a minimum building setback of 50 feet from the abutting street right-of-way.

(2) There shall be a side yard setback on each side of the principal structure not less than 30 feet in width.

(3) There shall be a rear yard setback of not less than 25 feet

**Section 2:** This ordinance shall take effect and be in full force from and after its passage and publication by posting.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

VILLAGE OF ELM GROVE

By: \_\_\_\_\_

Jim Koleski, Village President

ATTEST:

\_\_\_\_\_

Crystal Turner, Village Clerk/Deputy Treasurer

|             |             |                   |                           |                           |
|-------------|-------------|-------------------|---------------------------|---------------------------|
| TAXKEY      | SITEADDRESS | OWNERNAMEFULL     | PSTLADDRESSLINE1          | PSTLADDRESSLINE2          |
| EGV 1105997 | 800 WALL ST | ELM GROVE ALF LLC | 7901 W NATIONAL AVE STE C | WEST ALLIS, WI 53214-4568 |