



COMMUNITY DEVELOPMENT

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633
TELEPHONE 262/524-3750 FAX 262/524-3751

Jennifer Andrews, Director

JMAAndrew@waukesha-wi.gov

December 8, 2020

Prairie Phillip LLC
200 S Prairie Ave.
Waukesha, WI 53186

Re: 2105 Pewaukee Rd. Use Inquiry

Dear Property Owner(s):

This department recently received a complaint, which was forwarded from the Waukesha County Department of Public Works, regarding truck traffic at the above noted property. An inspection revealed a significant amount of construction equipment stored in the rear section of the property, along with what appears to be possibly an active construction site.

The property is currently located in a T-1 Temporary Zoning District. This means it has never been rezoned since it was annexed into the city, and no uses are permitted aside from the single-family residential use that was present there at the time of annexation. Before any other use can be permitted at the property it will need to be rezoned to a different zoning classification.

A letter was sent on October 15, 2020 and we received a phone call shortly afterwards acknowledging receipt. The caller indicated that they would prepare a Rezoning and Site Plan Review application but did not specify a date when it would be completed. The Plan Commission meets the fourth Wednesday of each month, and their next meeting is Wednesday January 27th, 2020. Plan Commission applications are due one month prior to the meeting.

Please submit an application to rezone the property and a Site Plan and Architectural Review application by no later than Monday December 28th, 2020. If you cannot have an application complete by that time, please contact this office to discuss a reasonable timeline for when you will turn it in. Failure to respond or comply may result in further code enforcement action including citations, a lawsuit, and/or a stop work order. If any construction work is done or has been done without a permit you may be required to bring it into compliance with the city code, at your own expense.

Your cooperation and promptness will be appreciated.

Sincerely,

Charlie Griffith
Associate Planner
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