

****PLAN COMMISSION MEETING ****

January 6, 2026

SAUKVILLE MUNICIPAL CENTER
639 E GREEN BAY AVE and VIA ZOOM
SAUKVILLE, WISCONSIN

The meeting was called to order at 5:45 p.m. by Chairman Andy Hebein
The Statement of Public Notice was given by Dawn Wagner
The Pledge of Allegiance was led by Andy Hebein

Members Present: Andy Hebein, Jim Nowlen, Pamela Duckart and Peter Janus.

Others Present: Dawn Wagner- Village Administrator, John Richmond, and Robert Heimerl

APPROVE MINUTES OF THE DECEMBER 2, 2025 MEETING

Nowlen/Duckart made a motion to approve the Minutes of the DECEMBER 2, 2025 Meeting.
Motion Carried.

Review a Request for a 940 sq. ft. Building Addition at 341 S. Dries St. submitted by NorthShore Classical Academy - Cheryle Rebholz

Duckart/Janus made a motion to approve the 940 sq. ft. Building Addition at 341 S. Dries St. submitted by NorthShore Classical Academy contingent upon the items listed in the Building Inspector's review letter dated 12-30-2025 (attached) are addressed, final review & approval by the Building Inspector and all local & State permits are obtained and all fees are paid. Motion Carried.

OTHER MATTERS

Wagner provided an update from Three Leaf Partners, stating they are delaying the start of The Daniels Phase 2 due to current winter conditions. They plan to monitor weather conditions through the spring and early summer, with the goal of delivering units during the peak leasing season in late spring 2027.

Three Leaf Partners stated they appreciate the assistance and collaboration of the Village Staff, Plan Commission and Board Members throughout the approval and review process.

ADJOURNMENT

Duckart/Janus made a motion to adjourn. Motion carried at 5:55 p.m.



Dawn Wagner
Village Administrator



639 E. Green Bay Avenue • Saukville, WI 53080

Ph: 262-284-9423 • FAX: 262-284-9527

www.village.saukville.wi.us
villagehall@village.saukville.wi.us

December 30, 2025

Dawn Wagner
639 E. Green Bay Rd Saukville,
WI 53080

RE: 341 S. Dries Street – Northshore Classical Academy

Dear Dawn,

I have reviewed the Northshore Classical Academy submittal and my comments are as follows:

- Parking Lot – Stripe the parking area located on the northern portion of the building site. A van accessible stall shall be identified adjacent to a 5'-0" min. loading/unloading isle. Provide enough parking for administrative staff, teachers and visitor parking. If the church parking lot will be utilized, parking stalls shall be identified/striped. Keep in mind that 0-25 stalls require one ADA parking stall, 26-50 stalls require 2 ADA parking stalls, 51-75 parking stalls require 3 ADA stalls. For every six (6) or fraction of six ADA stalls, at least one van accessible stall shall be provided. ADA stalls shall be located as close to the front entrance/handicapped entrance as possible.
- Properly identify the school loading/unloading zones with signage and with direction arrows painted on the hard surface. No parking signs or painting of the curb at this area(s) shall be displayed to prevent parking at these locations.
- All assembly areas shall have maximum occupancy signs identifying the occupant load of the room.
- Separate building, Electrical, Plumbing and HVAC Permits (if applicable), and roofing shall be applied for on the Village's electronic permit portal system.
- A separate Fire Permit (local permit) is required for both the Fire Suppression and Fire Alarm systems. Plans, specifications, calculations and etc. shall be submitted directly to Fire Safety Consultants, Inc. (FSCI) for plan review and inspections of each system. Do not send to the State for Plan Review.
- All school areas shall have exit signs and emergency egress lighting updated to meet the 2021 International Building Code (IBC).
- Portable fire extinguishers shall be serviced/updated and shall be located/spaced at 75 feet maximum spacing.
- Address numbers on the building shall be visible from the road.
- Dumpster – a concrete surface shall be installed under the dumpster area. The dumpster shall be screened from view on all 4 sides with a 6-foot max. height enclosure with gate.
- Security – since all exterior doors remain locked at all times, the doors shall unlock automatically upon activation of the fire alarm/fire suppression system. Doors shall also activate manually from the interior in a case of emergency.
- A elevator or state approved lift shall be installed for ADA access to the lower and upper levels.
- A Knox box entry system shall be installed on the building at an approved Fire Department location if there currently is not one installed on the building. A key shall be provided to the Fire Department for all doors.
- Fence – If a fence is installed or replaced, a separate Fence Permit will be required and shall be issued by the Department of Public Works Department.
- Alterations made to an existing building exceeding 100,000 cubic feet in total volume will require a State Plan Review. If the total volume of alterations is less than 100,000 cubic feet, a local plan review will be completed.
- A Emergency Responder Radio Repeater may be required in the building if the emergency radio signal is too weak. Contact the Fire Department for additional information
- Contact Matt Karpinski, Assistant Fire Chief, for additional Fire Department requirements (262-375-5314).

If you have any questions concerning these items or need additional information, please contact me at your earliest convenience. I can be reached by email at jmicech@villageofgraftonwi.gov or by phone at (262) 375-5305.

Thank you,
James S. Micech

James S. Micech
Building Inspector
Village of Saukville