



AGENDA
Village of Newburg
Plan Commission Meeting
Thursday, May 01, 2025 – 6:30 P.M.

NOTICE IS HEREBY GIVEN that the next meeting of the Plan Commission, Washington & Ozaukee Counties, Wisconsin is scheduled for Thursday, May 1, 2025, at 6:30 p.m. at Village Hall, 620 W. Main St.

Call to order and roll call.

Trustee Member (Chair) Dave DeLuka

Trustee Member Mike Enright

Trustee Member Mike Heili

Citizen Member Al Wollner

Citizen Member Sandy Stockhausen

Citizen Member Roger Zorn

Citizen Member Jarod Probelski

BUSINESS

- Review and Possible Approval of CSM for Land Division of Lot 1 Tax Key # V602100Q located on unnamed road in the Steeple Hills Development.
- Review and Possible Approval of CSM for Land Division and lot line adjustment of Lot 1 Tax Key # V6028100T and Lot 4 Tax Key # V6027900T located on unnamed road in the Steeple Hills Development.

SEE ATTACHMENT (Application and CSMs)

ADJOURNMENT Meetings of the Plan Commission are tentatively on the calendar for the first Thursday of each month. Members will be notified at least one week prior to a meeting date if a meeting will take place. The next potential meeting of the Plan Commission is scheduled for 630pm on Thursday, June 5, 2025.

Brandy Loveland Seelow
Clerk / Treasurer

It is possible that individual members of other governmental bodies of the Village may attend the above meeting. Pursuant to State ex. rel. vs. Greendale Village Board, 173 West 20 533,494 NW 2nd 408 (1993), such attendance may be considered a meeting of the respective governmental body. This notice is given so that members of other governmental bodies of the village may attend the meeting without violating the open meeting law.

Person with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at (262) 675-2160 at least one (1) day prior to the meeting.

AFFIDAVIT OF POSTING This agenda was posted in the office of the Village Clerk on the 28th day of April 2025.

Application for Plan Commission

Applications for Village planning and zoning-related matters shall be made using this form. In order for applications to be processed, all required information, drawings, application signatures and fees required shall be submitted at the time of application. The Village reserves the right to deny any application that is incomplete or is not accompanied by the required documents and plans.

Date of Submission: 4-8-25

The Plan Commission generally meets on the first Thursday evening of each month. Applications for Plan Commission consideration, along with all attachments, must be submitted to the Village Clerk at least 15 days prior to the meeting date at which the applicant wishes to be heard. Is there any reason the clerk should be aware of that your request is urgent or date-sensitive?

☒ NO ☐ YES Please explain: _____

Address / Location: Lot 4 CSM map 5655 ALSO Lot 1 CSM map 5681 / Section 13

Tax Key # _____ Owner: Steeple Hill Development

Type of Project: 2- CSM MAPS / CONCEPT PLAN FOR Duplexes / change ZONING
- TAKE OFF PUD / ZONING
- ALSO change RZ TO RD1

Estimated Cost or Value of Project: 300,000⁰⁰

When do you plan for project to begin? 6-1-25 When to complete by? 10-1-25

Who is making this application?

☒ Property Owner ☐ Contractor
☐ Other: _____

Property Owner

Name: Steeple Hill Development

Mailing Address: 6585 HWY DW

City, State, Zip: Allenton WI 53002

Phone: 262-689-6899

Email: GARY D KLINK@GMAIL.COM



620 W Main St. / PO Box 50
 Newburg, WI 53060

Phone (262) 675-2160

Fax (262) 675-2287

Newburg_clerk@village.newburg.wi.us

Hours: Mon-Wed 800am-430pm,
 Thurs 10am-6pm, or by appointment

Contractor

Name: KLINK CONST. INC

Mailing Address: _____

City, State, Zip: SAME

Phone: _____

Email: _____

Certification: 13580

The Plan Commission has the powers and duties prescribed in Wis. Stats 61.35 and 62.23 and other powers and duties as shall be vested by the Village Board.

Note: Standard Fee (SF) = Engineering, planning, legal fees and all other necessary and applicable fees and costs to be deducted from deposit or invoiced to applicant.

Schedule of Plan Commission Review Services

Service Requested	Ordinance	Fees (See 153.016)
☐ Annexation Petition. Transferring territory from a town to the village. See WI Dept. of Administration website on Annexation for guides.	Wis Stats. 66.017	\$150 plus Standard Fee, plus \$1,500 retainer
☐ Conditional Use Permit / Temporary Use	155.40(c) 90.09	\$150 plus Standard Fee
☐ Variance: The Village board may waive or modify requirements to the extent deemed just and proper in order to avoid exceptional or undue hardships as long as certain conditions exist (see ordinance).	153.011	\$150 plus Standard Fee
☐ Architectural Review. Required for <u>zoning permit</u> , applications in any business, manufacturing, conservation outdoor recreation, or multi-family district as related to proposed structures on the property.	155.40(g)	\$250 plus Standard Fee
☐ Historical Architectural Review. – if within a Historical Preservation Overlay District in the downtown area aimed at preserving and enhancing the historical quality of existing buildings and to attain a consistent, visually pleasing image.	155.25	\$250 plus Standard Fee
☐ Planned Residential Unit Development (PUD) – Promotes greater flexibility and creative design for residential and business development of a site than possible under conventional zoning regulations while promoting efficient use of land.	155.018(K)	\$150 plus \$5 per lot, plus Standard Fee, plus \$1,500 retainer
☐ Site Plan Review & Approval. Except for construction in single and two-family districts or minor building remodeling, all building permits and new land uses first require a site plan approval.	155.30 155.40(f)	\$150 plus Standard Fee, plus \$1,500 retainer
☐ Comprehensive Plan & Map Amendment. This is the official guide for the physical, social, and economic growth of the village.	150.075	
☐ Land Use Plan Amendment – changes to previously reviewed land use plans.		\$150 plus Standard Fee, plus \$1,500 retainer
☐ Zoning Map and/or Code Amendment	155.40(a)	\$150
☐ Zoning Appeal (To Board of Zoning Appeals): Appeals of any administrative determination of any officer, department, Zoning Administrator, Building Inspector, or the Plan Commission concerning the literal enforcement of certain chapters of ordinance may be made by a person aggrieved, or by any officer or department of the Village.	155.38	

LAND DIVISIONS AND SPLITS	Ordinance	Fees
☐ Pre-Application Consultation: Prior to the filing of an application for the approval of a preliminary plat or certified survey map, it is recommended that the subdivider consult with Village staff in order to obtain advice and assistance. This consultation is intended to inform the subdivider of the purpose and objectives of these regulations, other provisions of this code, sewer availability, other engineering considerations, duly adopted village plans, and to otherwise assist the subdivider in planning the development.	153.030	Standard Fee
☐ Certified Survey Map (CSM) / Minor Land Subdivision. A CSM is a map of land prepared in accordance with Wis. Stat. 236.34. Used to divide land into two parcels with one being less than 10 acres, or to divide a lot into 4 or less parcels within a recorded subdivision plat.	153.037 153.052	\$200 plus Standard Fee, plus \$1,500 retainer
☒ Plat – Pre-Application. A plat is a map of a subdivision.	153.030	\$100 plus Standard Fee (Duplex)
☒ Plat Review – Preliminary. Requires a survey. 2 CSM's	153.031 153.050	\$150 plus \$5 per lot, plus Standard Fee, plus \$1,500 retainer 4 Lots each CSM
☒ Plat Review – Final. 2 CSM's	153.033 153.051	\$150 plus Standard Fee
☐ Extraterritorial Pre-Application Consultation. For land divisions within 1.5 miles of the village boundary.	153.035	
☐ Extraterritorial CSM or Plat Review. For land divisions within 1.5 miles of the village boundary.	153.035	CSM, Pre, & Final Plat Fees, plus Standard Fee, plus \$1,500 retainer

Note: Under 153.007, the sale or exchange of parcels of land between owners of adjoining property are exempt from subdivision regulations as long as additional lots are not being created and the resulting lots are not reduced below minimum size standards.

Include any of the following information as may be relevant:

Improvement Size / Measurements: _____ Square Feet: _____ Height: _____

Zoning District Classification – Current: RD Proposed: RD1

Setbacks: (Residence OR Accessory Building)

From Front Lot Line: _____ From Rear Lot Line: _____ From side Lot Lines: _____

Regulations or portion of plan to be amended: _____

Present Use of Property: RD1

Proposed Use of Property: _____

Other Relevant Details: _____

☒ Yes, I have attached relevant maps, descriptions, plans, drawings, or other important information to this application including: _____

☐ No, I have no items to attach to this application.

In making this application, I / we acknowledge that the Plan Commission will review the contents of this application at a public meeting, that I or a representative on my behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I also grant permission to any Village of Newburg official or representative to enter and inspect the subject property at any reasonable time to consider the merits of this application and perform a review as necessary. The Plan Commission and/or Village Board may request more information if deemed necessary to properly evaluate the application. The lack of information requested by this application may in itself be sufficient cause to deny the petition.

Applicant Signature: Harry Kline Date: 4-8-25

STAFF USE ONLY:

☐ Other Government Approvals Required: _____

☐ Application Fee Paid: By: _____ Date: _____ Check # _____

☐ Dates Scheduled: _____

Other Remarks: _____

Outcome: _____

File Completed by _____ Date: _____

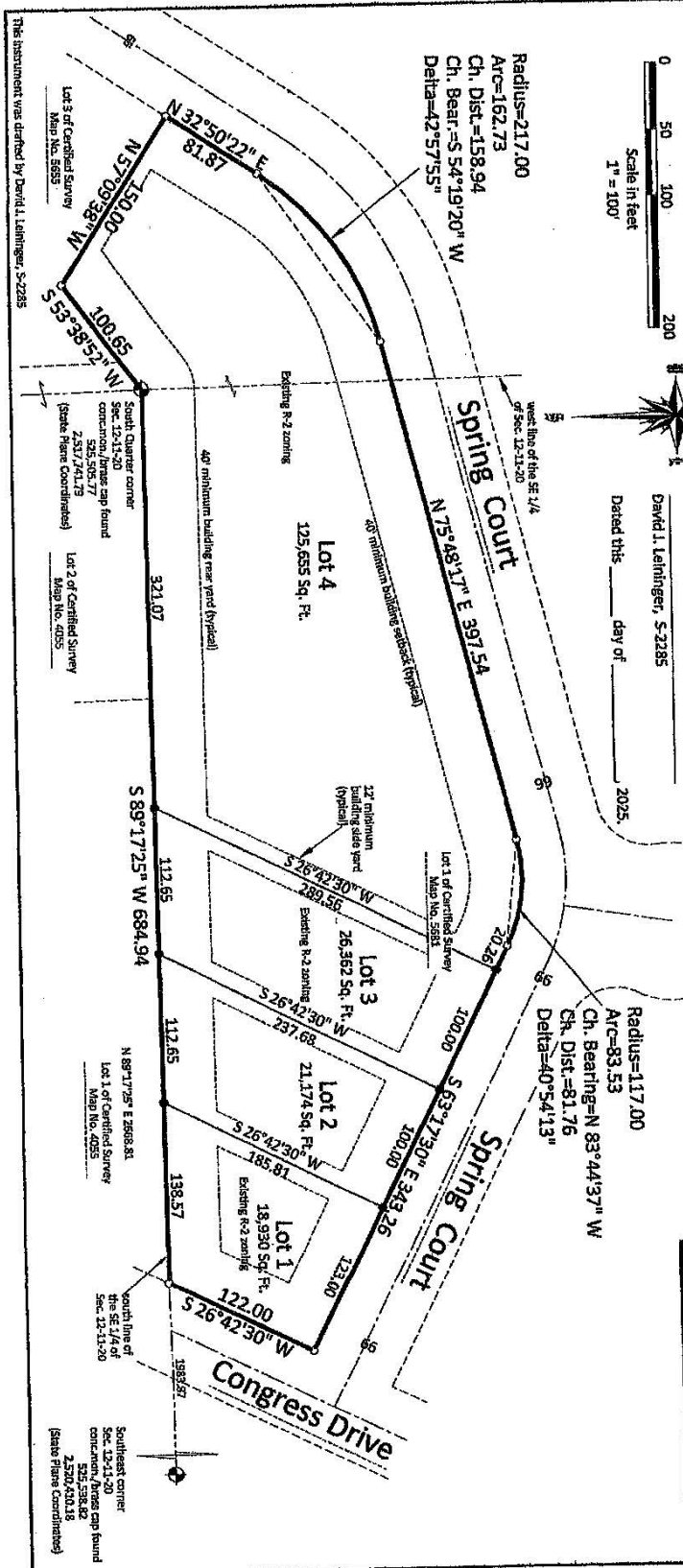
Sheet 1 of 3

All of Lot 1 of Certified Survey Map No. 5681 as recorded in the Washington County Register of Deeds Office in Volume 41 of Certified Survey Maps on pages 164-166, as Document No. 1032325, being part of the NE 1/4 of the NW 1/4 of Section 13 and part of the SE 1/4 of the SW 1/4 and part of the SW 1/4 of the SE 1/4 of Section 12, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin.

Steeple Hill Development, LLC
James Emmer (Member)
4508 Dollar Drive
West Bend, WI 53095

Gary Klink (Member)
6585 Coy Rd. DW
Allenton, WI 53602

Radius=117.00
Arc=83.53
Ch. Bearing=N 83°44'37" W
Ch. Dist.=81.76
Delta=40°54'13"



Certified Survey Map

Sheet 2 of 3

All of Lot 1 of Certified Survey Map No. 5681 as recorded in the Washington County Register of Deeds Office in Volume 41 of Certified Survey Maps on pages 164-166 as Document No. 1032325, being part of the NE 1/4 of the NW 1/4 of Section 12, and part of the SE 1/4 of the SW 1/4 and part of the SW 1/4 of the SE 1/4 of Section 12, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin.

Surveyor's Certificate:

I, David J. Leininger, professional land surveyor, hereby certify that by the direction of Steeple Hill Development, I have surveyed, divided, and mapped the land shown and described herein, being all of Lot 1 of Certified Survey Map No. 5681 as recorded in the Washington County Register of Deeds Office in Volume 41 of Certified Survey Maps on pages 164-166, as Document No. 1032325, being part of the NE 1/4 of the NW 1/4 of Section 12 and part of the SE 1/4 of the SW 1/4 and part of the SW 1/4 of the SE 1/4 of Section 12, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin, which is bounded and described as follows:

All of Lot 1 of Certified Survey Map No. 5681 as recorded in the Washington County Register of Deeds Office in Volume 41 of Certified Survey Maps on pages 164-166, as Document No. 1032325, being part of the NE 1/4 of the NW 1/4 of Section 12 and part of the SE 1/4 of the SW 1/4 and part of the SW 1/4 of the SE 1/4 of Section 12, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin.

Containing 192.121 square feet (4.410 acres) more or less.

I further certify that I have fully complied with the provisions of sec. 236.34 of Wisconsin Statutes and the Village of Newburg's Land Division Ordinance in surveying, dividing, and mapping said land, and that this map is a correct representation of the exterior of the lands surveyed and the division of said lands.

Dated this _____ day of _____, 2025.

David J. Leininger, S-2285

Owner's Certificate:

As Members of Steeple Hill Development, LLC, we hereby certify that we caused the land shown and described herein to be surveyed, divided, and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the following for approval:

Village of Newburg

James Emmer - Member

Gary Klink - Member

STATE OF WISCONSIN
WASHINGTON COUNTY, ss.

Personally came before me this _____ day of _____, 2025, the above named Members is to me known to be the same persons who executed the foregoing instrument and acknowledge the same.

(Notary Seal) _____, Notary Public, _____
Wisconsin.

My commission expires _____

Certified Survey Map

All of Lot 1 of Certified Survey Map No. 5681 as recorded in the Washington County Register of Deeds Office in Volume 41 of Certified Survey Maps on pages 164-166, as Document No. 1032325, being part of the NE 1/4 of the NW 1/4 of Section 13 and part of the SE 1/4 of the SW 1/4 and part of the SW 1/4 of the SE 1/4 of Section 12, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin.

Village of Newburg Plan Commission Approval:

This land division is hereby approved by the Village of Newburg Plan Commission this _____ day of _____, 2025.

David Deluka - President

Nate Wendelborn - Village Administrator/Clerk

Village of Newburg Village Board Approval:

This land division is hereby approved and accepted by the Village of Newburg Village Board this _____ day of _____, 2025.

David Deluka - President

Nate Wendelborn - Village Administrator/Clerk

David J. Leminger, S-2285

Dated this _____ day of _____, 2022.

Certified Survey Map

All of Lot 4 of Certified Survey Map No. 5655 as recorded in the Washington County Register of Deeds Office in Volume 41 of Certified Survey Maps on pages 70-74, as Document No. 1023185 and all of Lot 1 of Certified Survey Map No. 6540 as recorded in the Washington County Register of Deeds Office in Volume 49 of Certified Survey Maps on pages 345-348, as Document No. 1351891, being part of the SE 1/4 of the SW 1/4 and the SW 1/4 of the SE 1/4 of Section 12 and part of the NE 1/4 of the NW 1/4 of Section 13, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin.

Village of Newburg Plan Commission Approval:

This land division is hereby approved by the Village of Newburg Plan Commission this ____ day of _____, 2025.

David Deluka - President

Nate Wendelborn - Village Administrator/Clerk

Village of Newburg Village Board Approval:

This land division is hereby approved and accepted by the Village of Newburg Village Board this ____ day of _____, 2025.

David Deluka - President

Nate Wendelborn - Village Administrator/Clerk

David I. Leininger, S-2285

Dated this ____ day of _____, 2025.

Certified Survey Map

Sheet 2 of 3

All of Lot 4 of Certified Survey Map No. 5555 as recorded in the Washington County Register of Deeds Office in Volume 41 of Certified Survey Maps on pages 70-74, as Document No. 1023185 and all of Lot 1 of Certified Survey Map No. 6540 as recorded in the Washington County Register of Deeds Office in Volume 49 of Certified Survey Maps on pages 345-348, as Document No. 1351891, being part of the SE 1/4 of the SW 1/4 and the SW 1/4 of the SE 1/4 of Section 12 and part of the NE 1/4 of the NW 1/4 of Section 13, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin.

Surveyor's Certificate:

I, David J. Leininger, professional land surveyor, hereby certify that by the direction of Steeple Hill Development, that I have surveyed, divided, and mapped the land shown and described hereon, being all of Lot 1 of Certified Survey Map No. 6540 as recorded in the Washington County Register of Deeds Office in Volume 49 of Certified Survey Maps on pages 345-348, as Document No. 1351891, being part of the SE 1/4 of the SW 1/4 and the SW 1/4 of the SE 1/4 of Section 12 and part of the NE 1/4 of the NW 1/4 of Section 13, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin, which is bounded and described as follows:

All of Lot 4 of Certified Survey Map No. 5555 as recorded in the Washington County Register of Deeds Office in Volume 41 of Certified Survey Maps on pages 70-74, as Document No. 1023185 and all of Lot 1 of Certified Survey Map No. 6540 as recorded in the Washington County Register of Deeds Office in Volume 49 of Certified Survey Maps on pages 345-348, as Document No. 1351891, being part of the SE 1/4 of the SW 1/4 and the SW 1/4 of the SE 1/4 of Section 12 and part of the NE 1/4 of the NW 1/4 of Section 13, all in Township 11 North, Range 20 East, Village of Newburg, Washington County, Wisconsin.

Containing 198,170 square feet (4.549 acres) more or less.

I further certify that I have fully complied with the provisions of sec. 236.24 of Wisconsin Statutes and the Village of Newburg Land Division Ordinance in surveying, dividing, and mapping said land, and that this map is a correct representation of the exterior boundaries of the land surveyed and the division of lands.

Dated this _____ day of _____, 2025.

David J. Leininger, S-2285

Owner's Certificate:

As Members of Steeple Hill Development, LLC, we hereby certify that we caused the land shown and described herein to be surveyed, divided, and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the following for approval:

Village of Newburg

James Emmert - Member

Gary Klink - Member

STATE OF WISCONSIN)
WASHINGTON COUNTY'S.

Personally came before me this _____ day of _____, 2025, the above named Members is to me known to be the same persons who executed the foregoing instrument and acknowledge the same.

(Notary Seal) _____ Notary Public, _____
Wisconsin.

My commission expires _____