



Zoning Permit Application Town of Mukwonago

Version: December 28, 2020

Town of Mukwonago
W320 S8315 Beulah Road
Mukwonago, WI 53149

OFFICE USE ONLY

Application Number: **Z25-44** Fee Paid: \$ **PD** Fee Received By: **bg** Date Received: **12/10/25**

Parcel Number: MUKT1990001 Property Address: W332S9291 Red Brae Drive, Mukwonago, WI

	Property Owner	Agent (if any)
Name	<u>James O. and Ana F. Hughes</u>	<u>Heather Dukes of Dukes Law, PLLC</u>
Street address	<u>W332S9291 Red Brae Drive</u>	<u>5527 N. 25th Street</u>
City, state, zip code	<u>Mukwonago, WI 53149</u>	<u>Phoenix, AZ 85016</u>
Daytime telephone	<u></u>	<u>602.320.8866</u>
Email address	<u></u>	<u>hdukes@dukeslawaz.com</u>

General description of proposed project:

Request for Zoning Permit approval for a proposed community living arrangement use for up to 8 disabled residents within the S-E Suburban Estates Zoning District. The property is developed with an existing residence.

Zoning Information

Zoning District(s) (check all that apply)

- ☐ C-1 Conservancy
- ☐ A-1 Agricultural
- ☐ RH Rural home
- ☒ SE Suburban estates
- ☐ R-1 Residential
- ☐ R-2 Residential
- ☐ B-2 Local business
- ☐ P-1 Public
- ☐ PUD: _____
- ☒ EC Environmental corridor (overlay)
- ☐ HS Hydric soils (overlay)

Setbacks and Offsets

Front-yard setback: 70' feet from building foundation to base setback line (road right-of-way)
Side-yard offset: 180' feet from building foundation to west property boundary line
Side-yard offset: 150' feet from building foundation to east property boundary line
Rear-yard offset: 135' feet from building foundation to north property boundary line
EC setback: 0 feet from building foundation to Environmental Corridor District (if any)
C-1 setback: _____ feet from building foundation to Conservancy District (if any)

For assistance in the zoning districts please visit: <https://townofmukwonago.zoninghub.com/home.aspx>

Floor Area of Buildings (in square feet from exterior wall to exterior wall)

	Existing	Proposed
Principal building (first floor)	<u>2,716 s.f. (below grade)</u>	<u>N/A</u>
Principal building (second floor)	<u>3,662 s.f. (above grade)</u>	<u>N/A</u>
Attached garage	<u>7.5 garage parking spaces</u>	<u>N/A</u>
Detached building (#1)	<u>N/A</u>	<u>N/A</u>
Detached building (#2)	<u>N/A</u>	<u>N/A</u>
Total	<u>6,378 s.f.</u>	<u></u>

Sanitary Permit No. (Buildings requiring sanitation only): _____

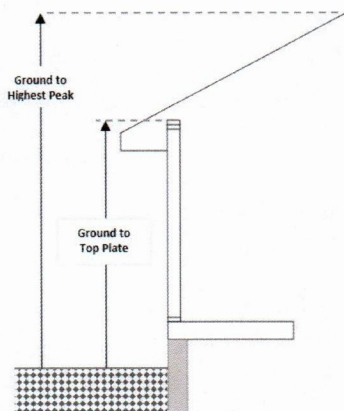
New Building with a Basement

Elevation of top of foundation	<u>N/A</u>	(This should be shown on the grading plan.)
Elevation of top of basement floor	<u>N/A</u>	(This should be shown on the grading plan.)
Elevation of top of footing	<u>N/A</u>	(This should be shown on the grading plan.)
Elevation of seasonal high-water table	<u>N/A</u>	(This is listed in the Seasonal High Groundwater Determination Report.)

Note: The top of the basement floor must be one foot or more above the seasonal high-water table.

Height of Proposed Building(s)

	Building 1		Building 2		Building 3	
	Ground to Top Plate	Ground to Highest Peak	Ground to Top Plate	Ground to Highest Peak	Ground to Top Plate	Ground to Highest Peak
Front	N/A	N/A				
Left	N/A	N/A				
Right	N/A	N/A				
Rear	N/A	N/A				



Applicant certification

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of such written materials or view it online.
- I understand that the Zoning Administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner Signature(s): Authorized Agent Date: 12/10/25
Hunter Dine ESO
Hunter Dukes ESO

Application Number: **Z25-44**

Decision: Approved

Zoning Administrator:  Date: **12.18.25****Terms and Conditions of Approval** The terms and conditions indicated below apply to this approval.

- ☒ **Expiration** This approval will expire without any further action if the proposed construction project does not commence within 6 months of date of this approval, or the project is not completed within 18 months of date of this approval. The Zoning Administrator may allow a one-time extension of 12 months provided the property owner submits the request in writing before the above-mentioned time periods and the project still complies with all applicable zoning requirements.
- ☒ **Administrative appeal** A person may appeal this approval within 30 days of the decision date (noted above) by filing an administrative appeal with the Zoning Board of Appeals. If the Town receives an appeal within this timeframe, we will notify you. All work should cease if an appeal has been submitted.
- ☒ **Strict compliance** All work performed, improvements constructed, and use of the property shall be according to the submitted application materials, the Town of Mukwonago municipal code, and all other applicable ordinances, regulations, and permits.
- ☒ **Stormwater drainage** No improvement or use of the property shall adversely affect drainage on surrounding properties.
- ☒ **Grade.** The property owner is solely responsible for establishing the final yard grade and building elevation, including walkout basements and partially exposed basements, and windows/doors near the ground surface.
- ☒ **Private covenants** The property owner is solely responsible to ensure the proposed project complies with any private restrictions (e.g., subdivision covenants) that may apply to the subject property.
- ☐ **Building permit is required** The Town's building inspector must approve all applicable building plans for the project.
- ☐ **Building permit is not required** A building permit is not required.
- ☐ **Certification of location by surveyor** A surveyor must certify compliance as part of the footing inspection and the foundation inspection. The form to be completed is attached.
- ☐ **Certification of location by owner** The property owner must provide a sight line for the property boundary line to ensure the building complies with offset requirements or provide a survey by a surveyor.
- ☐ **Driveway** As part of the building permit review process, the building inspector will ensure the proposed driveway complies with Section 14-118 of the municipal code including slope and placement on the lot, turnouts on long driveways, and vertical and side clearance.
https://library.municode.com/wi/mukwonago_waukesha_co/codes/code_of_ordinances?nodeId=COOR_CH14BUBURE_ARTIVCUDR_S14-118NEDR
- ☐ **Culvert permit for Town Road** The property owner must obtain a culvert permit for the driveway from the Town's building inspector. The application fee is \$75.
- ☐ **Culvert permit for County Highway** The property owner must obtain a culvert permit for the driveway from Waukesha County. Contact Jason Mayer at 262-548-7749, JMayer@WaukeshaCounty.gov
- ☐ **Culvert permit for State Highway** The property owner must obtain a culvert permit for the driveway from Wisconsin Department of Transportation, Southeast Region. Contact Kevin Koehnke, Kevin.Koehnke@dot.wi.gov
- ☐ **Limitation on impervious surfaces** The subject property is located in a subdivision that is subject to limitations on impervious surface. Impervious surface includes any hard surface such as buildings and decks, driveways, patios, sidewalks, patios, and gravel areas. You must contact the Town when you add any additional impervious surface to this property.
- ☐ **Related approval(s)** (if any)

This approval is issued subject to a _____ granted by the Town of Mukwonago on _____.

This approval is issued subject to a _____ granted by the Town of Mukwonago on _____.

[X] Other

1. Building and Fire Codes. Prior to occupancy or operation of the use, the applicant shall satisfy all applicable Town building and fire code requirements and obtain a Certificate of Occupancy, if required by the Uniform Dwelling Code.

2. Septic System Approval. Prior to occupancy, the applicant shall satisfy all applicable Waukesha County septic system requirements and submit written confirmation of approval to the Town Building Inspector and Zoning Administrator.

3. State Licensure. Prior to operation, the applicant shall obtain and maintain any and all licenses required by the State of Wisconsin to operate a Community Living Arrangement and shall submit proof of licensure to the Town Building Inspector.

4. Expiration. Failure to satisfy the above conditions within twelve (12) months of the date of this approval shall render this zoning approval null and void, unless an extension is granted by the Zoning Administrator for good cause shown.

December 5, 2025

VIA EMAIL: ben.greenberg@cedarcorp.com

TOWN OF MUKWONAGO
Planning and Zoning Department
ATTN: Mr. Ben Greenberg, AICP, Senior Planner
Cedar Corporation
W61N497 Washington Avenue
Cedarburg, Wisconsin 53012

**RE: Property Owner Authorization Letter for Zoning Permit Application for Property
Located at W332S9291 Red Brae Drive, Mukwonago, WI (the "Property")**

Dear Mr. Greenberg:

Please accept this letter authorizing Heather Dukes to file a Zoning Permit application with the Town of Mukwonago on behalf of the owner of the above-referenced property.

Sincerely,


By: James HUGHES
JAMES O. HUGHES
Property Owner