

Staff Report

Date: May 7, 2025

To: Town of Mukwonago Plan Commission and Town Board

From: Ben Greenberg, AICP, Town Planner

Subject: Special Event request by the Phantom Ranch Bible Camp, W309S10910 CTH I, applicant: Olen Johnsen; [application 2025-18]

May 7, 2025 , Plan Commission and Town Board meeting

Attachments: Application

The Phantom Ranch Bible Camp has submitted a request to hold their 70th anniversary celebration on August 23, 2025. In accordance with their Condition Use Permit, they are required to obtain Town Board approval for all special events that exceed 400 persons. Per the application, no alcohol will be provided or sold.

Public notice Aside from being shown on a published meeting agenda, no other public notice is required.

Review procedure Pursuant to their Conditional Use Permit, any special event, where more than 400 people are anticipated, the event must be specifically authorized by the Town Board upon recommendation of the Plan Commission. This requirement is intended to allow consideration of traffic concerns, effects on neighboring property, and other factors related to the public health, safety, and welfare.



April 14, 2025

Town of Mukwonago,

This letter is supplied with a Special Event Application for our 70th Anniversary Celebration for Phantom Ranch. This will be our 70th summer camp season!

Our Conditional Use Permit requires us to get a special event authorization if we anticipate more than 400 people to provide a special event. The special event application is included with this letter.

PRBC CU Section 5c. For any special event, where more than 400 people are anticipated, the event must be specifically authorized by the Town Board upon recommendation of the Plan Commission. This requirement is intended to allow consideration of traffic concerns, effects on neighboring property, and other factors related to the public health, safety, and welfare.

1. Phantom Ranch owns the property and gives permission.
2. There will not be any affected neighbors.
3. The event will feature a 70th anniversary celebration program and music concert on our ball field. The music program will begin at 4pm and end at 8:30 pm
4. There is plenty of parking available on the camp property.
5. We hope to host up to 450 people.
6. We would like to end the concert with a short, 10-minute fireworks display. The fireworks display would be from approx. 8:30 to 8:40.

Olen Johnsen

A handwritten signature in blue ink, appearing to read "Olen Johnsen", is written over the printed name.

Executive Director

Phantom Ranch Bible Camp

Phone: 262-370-2598

Email: olen@phantomranch.org

Phantom Ranch Bible Camp
W309S10910 County Road I
Mukwonago WI 53149
262-363-6940 – prbc@phantomranch.org
www.phantomranch.org



Town of Mukwonago

W320 S8315 Beulah Road
Mukwonago, WI 53149

SPECIAL EVENT APPLICATION

FEE: NO CHARGE

PROCESS TIME: 30-45 DAYS

APPLICANT INFORMATION
Name of Organization Phantom Ranch Bible Camp
Business Address W309S10910 County Road I
City/State/Zip Mukwonago WI 53149
Agent/Person in Charge Olen Johnsen
Home Address W309S10910 County Road I
City/State/Zip Mukwonago WI 53149
Phone/Contact 262-370-2598
The above organization hereby applies for a special permit or license to conduct a:
Type of Event 70 th Anniversary Celebration
Time and date August 23 rd 2025
Location Phantom Ranch Bible Camp
For the purpose of Celebrating our 70 th Anniversary
Estimated number of persons attending per day 400 up to 450

****If EVENT IS TO TAKE PLACE ON SCHOOL DISTRICT PROPERTY OR PRIVATE PROPERTY, YOU MUST SUBMIT SOMETHING IN WRITING FROM PROPERTY OWNER STATING YOU HAVE THEIR PERMISSION TO USE THE PROPERTY****

WILL THIS REQUIRE ANY STREETS TO BE CLOSED? YES () NO (X) If yes,			
1. Name of Street			
2. Submit the following with this application:			
a. A map showing area to be closed off and placement of barricades			
b. Signatures and addresses of ALL affected neighbors, businesses, schools, etc.			
THE APPLICANT INTENDS TO (CHECK APPLICABLE ANSWERS)			
Charge Admission or accept donations	✓ Yes No	Conduct Prize Contest (state license required)	Yes ✓ No
Dispense malt beverages (special permit required)	Yes ✓ No	Conduct Carnival Type Events	Yes ✓ No
Conduct Bingo Games (state license required)	Yes ✓ No	Other Activity (explain)	✓ Yes No

Concert and program

SIGNATURE Olen Johnsen April 22, 2025
(Agent/Person in Charge of Event) (Date)



Town of Mukwonago

W320 S8315 Beulah Road
Mukwonago, WI 53149

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Business Address W309S10910 County Road I

City/State/Zip Mukwonago WI 53149

Agent/Person in Charge Olen Johnsen

Home Address W309S10910 County Road I

City/State/Zip Mukwonago WI 53149

Phone/Contact 262-370-2598

The above organization hereby applies for a special permit or license to conduct a:

Type of Event 70th Anniversary Celebration

Time and date August 23rd 2025

Location Phantom Ranch Bible Camp

For the purpose of Celebrating our 70th Anniversary

Estimated number of persons attending per day 400

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1. Name of Street

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THE APPLICANT INTENDS TO (CHECK APPLICABLE ANSWERS)

Charge Admission or accept donations

Yes

No

Conduct Prize Contest (state license required)

Yes

No

Dispense malt beverages (special permit required)

Yes

No

Conduct Carnival Type Events

Yes

No

Conduct Bingo Games (state license required)

Yes

No

Other Activity (explain)

Yes

No

SIGNATURE

(Agent/Person in Charge of Event)

(Date)

APPLICATION FOR PERMIT must be made or initiated by completing the form on the reverse side and filing it with the office of the Town of Mukwonago Clerk, W320S8315 Beulah Rd., Mukwonago, WI 53149. **AT LEAST 30-45 DAYS PRIOR TO THE DATE OF THE EVENT**, to provide time for any required Town Board or Administrative approval and Town Department preparation.

TOWN SERVICES such as traffic control, and/or the assignment of personnel, etc, are available under certain conditions and must be requested well in advance of the event. The applicant is primarily responsible for insuring the availability of adequate parking.

ADVERTISING by posting of billboards or signs on public property and/or on street or highway right-of-way is prohibited by law.

POLICE DEPARTMENT REVIEW

Recommendations: _____

Town of Mukwonago Police Department

Date

FIRE DEPARTMENT REVIEW

Recommendations: _____

Mukwonago Fire Department

Date

DEPT OF PUBLIC WORKS REVIEW

Recommendations: Will HAVE NO ISSUES

Jeff Yaeger
Department of Public Works

4-22-25
Date

Applicant understands that information on this application collected as part of the licensing investigation becomes a public record and is subject to disclosure to the public upon request

To be completed by approving authority	
Approved	
If denied reason	
Signature	Date

Kelly Mueller

From: Chief Jeff Stien <chiefstien@mukwonagofire.org>
Sent: Monday, April 21, 2025 2:40 PM
To: Kelly Mueller; Eric Schmidt; Jeff Yaeger
Cc: Kathy Karalewitz
Subject: RE: Special Event Application

No issues with FD.

Thank you

From: Kelly Mueller <kmueller@townofmukwonago.us>
Sent: Monday, April 21, 2025 1:03 PM
To: Eric Schmidt <eschmidt@mukwonagopolice.org>; Jeff Yaeger <jyaeger@townofmukwonago.us>; Chief Jeff Stien <chiefstien@mukwonagofire.org>
Cc: Kathy Karalewitz <kkaralewitz@townofmukwonago.us>
Subject: Special Event Application

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Please see attachment

Thanks

Kelly Mueller

Kelly Mueller
Deputy Clerk
Town of Mukwonago
W320 S8315 Beulah Rd
Mukwonago, WI 53149
<https://townofmukwonago.us/>

p. 262.363.4555 option #5
f. 262.363.8377
e. kmueller@townofmukwonago.us

- ✓ Register to vote
- ✓ Request your absentee ballot
- ✓ Change your address or name
- ✓ Confirm your voter registration

ALL At

<https://myvote.wi.gov/>

Kelly Mueller

From: Chief Eric Schmidt <eschmidt@mukwonagopolice.org>
Sent: Monday, April 21, 2025 4:17 PM
To: Chief Jeff Stien; Kelly Mueller; Jeff Yaeger
Cc: Kathy Karalewitz
Subject: RE: Special Event Application

Looks good from a police department standpoint.

Thanks,

Eric

Chief Eric Schmidt #3353

Town of Mukwonago Police Department
W320 S8315 Beulah Road
Mukwonago, WI 53149
eschmidt@mukwonagopolice.org
www.mukwonagopolice.org
Office: (262) 363-5188
Fax: (262) 363-1575



From: Chief Jeff Stien <chiefstien@mukwonagofire.org>
Sent: Monday, April 21, 2025 2:40 PM
To: Kelly Mueller <kmueller@townofmukwonago.us>; Chief Eric Schmidt <eschmidt@mukwonagopolice.org>; Jeff Yaeger <jyaeger@townofmukwonago.us>
Cc: Kathy Karalewitz <kkaralewitz@townofmukwonago.us>
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