

Staff Report

Date: May 29, 2025

To: Town of Mukwonago Town Board

From: Ben Greenberg, AICP, Town Planner

Subject: Voluntary termination of Conditional Use approval 2021-16, granted to Shaun and Rachel Levinson for a Federal Firearms License use on the property located at S76W31675 Arbor Drive (MUKT1907071)

Application: 2025-21; <https://s.zoninghub.com/HAMKD9I6JO>

Meeting: June 4, 2025 Plan Commission and Town Board meeting

Upon petition, the Town Board approved conditional use 2021-16 in 2021 for a Federal Firearms License at the subject property located at S76W31675 Arbor Drive.

Mr. Levinson has submitted a written petition (attached) requesting the termination of that conditional use approval pursuant to s. 36-362(a) of the municipal code.

I have prepared a draft termination order that will be recorded in the Waukesha County Register of Deeds Office when all signatures have been obtained and the conditions have been satisfied. The draft has not been reviewed by the Town Attorney.

Public notice: As required, a Class II notice was published in the Waukesha Freeman on May 21, 2025 and May 28, 2025. A certified letter (attached) was mailed to the property owner via Certified Mail on April 17, 2025.

Decision: After the public hearing has been closed, the town board shall either approve or deny the request. The town board may render its decision at the same meeting the public hearing is conducted or at a subsequent meeting, but no later than 40 days after the public hearing.

Possible Town Board motion:

Approve the termination of conditional use order draft, subject to review by the Town Attorney, for the property located at S76W31675 Arbor Drive as requested by Mr. Levinson, provided:

- (1) the property owner signs the termination order within three (3) months of this date, and
- (2) the termination order is recorded at the Waukesha County register of deeds office if condition 1 is satisfied.

Attachments:

1. Termination notification
2. Draft termination order

From: [shaun levinson](#)
To: [Ben Greenberg](#)
Subject: Re: Conditional Use Permit Termination
Date: Friday, April 4, 2025 3:54:57 PM

Hello Ben,

My federal firearms permit has expired and I would like to terminate my conditional use permit at this time. Thank you,

Shaun Levinson.

[Yahoo Mail: Search, Organize, Conquer](#)

On Wed, Apr 2, 2025 at 13:47, Ben Greenberg
<ben.greenberg@cedarcorp.com> wrote:

Hi Shawn.

Thanks for following up today.

Please respond to this email with a request to terminate your Conditional Use Permit.

Just note that you want to formally terminate the CUP in your email. It can be simple.

Let me know if you have any questions.

Ben Greenberg, AICP

Senior Planner

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Direct: 262-204-2350 | Cell: 262-403-6755

Office: 262-204-2360 | TF: 800-472-7372

ben.greenberg@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

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**Town of Mukwonago order terminating conditional
use approval 2021-16, authorized in 2021 for a
Federal Firearms License on the property located at
S76W31675 Arbor Drive**

WHEREAS, Shaun and Raquel Levinson (herein referred to as "property owner") own the property located at S76W31675 Arbor Drive, Mukwonago, Wisconsin (herein referred to as "Subject Property"), more particularly described as:

LOT 89 LAKECREST ADDITION NO 1 PT SW ¼ SEC
9 T5N R18E::DOC #4354577; and

WHEREAS, The Town of Mukwonago issued a conditional use order on November 11, 2021, identified as CUP No. 2021-16, to the property owner for a Federal Firearms License on the subject property; and

WHEREAS, That conditional use approval was subject to several terms and conditions; and

WHEREAS, Condition "U" requires the permit holder maintain a valid federal firearms license with the U.S. Department of Justice, Bureau of Alcohol, Tobacco, Firearms, and Explosives ("ATF"), for the duration of use; and

Return to:

Ben Greenberg, Town Planner
Cedar Corporation
W61N497 Washington Ave
Cedarburg, WI 53012

Parcel Number: MUKT1907071

WHEREAS, the property owner has notified the Town that the Federal Firearms License issued by the ATF has expired and is now requesting termination of the conditional use approval; and

WHEREAS, the Town Clerk provided copies of the petition to the Town Board and the matter came before the Town Board for consideration; and

WHEREAS, the property owner has indicated their agreement with this order by signing and recording this document.

NOW, THEREFORE, the conditional use approval issued by the Town Board in 2021 for a Federal Firearms License on the subject property (a copy of which is attached hereto as Exhibit A) is terminated on the date this document is properly recorded in the office of the Waukesha County Register of Deeds.

Approved the ____ day of ____ 2025

TOWN OF MUKWONAGO

Peter Topczewski, Town Chair

ATTEST:

Kathy Karalewitz, Town Administrator

Acceptance by Property Owner

We, Shaun W. Levinson and Raquel Levinson hereby accept the termination of the conditional use approval as provided herein.

Shaun W Levinson

Raquel Levinson

STATE OF WISCONSIN)
) SS
COUNTY OF WAUKESHA)

Personally came before me this ____ day of _____, 2025, the above-named persons, Shaun Levinson and Raquel Levinson, to be known to be the persons who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires:

This instrument was drafted by Ben Greenberg; Town Planner, Town of Mukwonago, W320S8315 Beulah Road, Mukwonago, WI.