



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
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City of Waukesha Cover Sheet

Committee: Plan Commission	Meeting Date: 8/27/2025
ID Number: PC25-0138	Ordinance/Resolution Number (if applicable): N/A
Department Submitting: Community Development	Submission Date:
Agenda Item Title: Final Site Plan and Architectural Review – 114 S. Charles St., Carroll University Randall Health Science Buildout – A request from Carroll University to approve final site plan and architectural review for a new entry vestibule at the southwest entrance to the building, along with site improvements including a landscape buffer along Charles Street and a new solid fence along the south property line to screen the proposed parking lot on the former paved playground of Randall Elementary School.	

Issue Before the Council: Proposed minor alterations to the entrances and parking lot of the former Randall Elementary school at 114 N. Charles St., as part of Carroll University's conversion of the building for use by its Health Science school.

Options & Alternatives: The Plan Commission could approve the application with or without conditions, or deny it. If the application is denied the proposal will not be able to go forward.

Additional Details: Carroll University has purchased the former Randall Elementary School on the corner of College Ave. and Charles St. The University is in the process of converting the school into classrooms for its health sciences program. As part of that conversion they would like to reconfigure the parking lot and reconstruct two entrances on the west side of the building.

At the southwest entrance they will add a vestibule to fully enclose the entrance stairs and the new ADA ramp. The vestibule will have tan stone siding, similar to the exteriors on Carroll University's other buildings. It will also have large storefront windows, and a metal awning. This entrance is intended to become the primary entrance to the building. The applicants plan to make more minor modifications to the entrance to the north. It will largely match the appearance of the existing entrance, but an awning will be added over the door there as well.



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The parking lot will be re-stripped, with parallel and perpendicular spaces instead of the current angled spaces. Along Charles Street the parking lot currently comes right up to the sidewalk, and it is surrounded by a chain link fence. The applicants plan to remove the fence and add a landscape buffer. They will plant a shrubbery screen to reduce headlight glare for the neighboring homes, along with several shade trees. The landscaping will continue along the south property line, and a new white vinyl fence will be added there to provide additional screening for the adjacent house.

The applicant does not plan to add any exterior trash storage. Carroll has a large dumpster enclosure on the adjacent property to the west, where Kilgour Hall is located, and they plan to use it for both buildings.

What is the Strategic Plan Priority this item relates to:

People-Centered Development

What impact will this item have on the Strategic Plan Priority?

Carroll University's proposal allows for the adaptive re-use of the former Randall School building, improves its accessibility, and will make it a better neighbor for the homeowners on Charles Street.

Financial Remarks: No direct financial impact to the City.

Executive Recommendation: Staff recommends approval of Final Site Plan and Architectural Review for the proposed alterations to the Carroll University's Health Sciences Building at 114 S. Charles St. with the following conditions:

- The fence at the south property boundary must stop at the front line of the adjacent house.
- The color temperature for the new light fixtures may not exceed 4,000k. Light spillover may not exceed 0.5 footcandles at the lot line.
- Engineering Department comments will be addressed.

Recommended Motion: "I move to approve a Final Site Plan and Architectural Review for Carroll University's new Health Sciences building at 114 S. Charles St. with all staff comments to be addressed."

Reviewed By:



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Reviewer #1 Name & Title	Reviewer Signature
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City Administrator	Reviewer Signature