



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Plan Commission

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Wednesday, June 24, 2020

6:30 PM

Virtual Meeting

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Direct link to the meeting for live stream: <https://waukesha.legistar.com/Calendar.aspx>

Listen to the meeting live by calling 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free) and using Webinar ID: 982 7667 6485 Password: 364282

If you would like to participate in public comment for this meeting, you need to register by 4:00 PM the day of the meeting by following this link:  
<https://waukesha-wi.gov/1907/Public-Comment>

Directions for registration at the end of agenda.

#### I. Call to Order

#### II. Pledge of Allegiance

#### III. Roll Call

**Present** 7 - Francoeur, Bartels, Keller, Reilly, Montihio, Wells, and Schmitz

#### IV. Public Comment

#### V. Approval of Minutes

[ID#20-0645](#) Minutes for the Meeting of May 27, 2020.

**A motion was made by Mayor Reilly, seconded by Francoeur, that the Minutes be approved. The motion carried by the following vote:**

**Aye:** 7 - Francoeur, Bartels, Keller, Reilly, Montihio, Wells and Schmitz

#### VI. Consent Agenda

**A motion was made and seconded that the Consent Agenda items be approved. The motion passed unanimously.**

[PC20-0053](#) Menard's, 2315 Bluemound Road - Final Site Plan & Architectural Review; proposed additional entrance lane and automated gate for online orders.

[PC20-0054](#) 1733 Manhattan Drive - Minor Site Plan & Architectural Review; proposed masonry dumpster enclosure at the north side of the building.

[PC20-0057](#) 1343 Ellis Street – Minor Site Plan and Architectural Review; updates to the appearance of the building including new windows, doors, awning, and replacement of pavement.

## VII. Open Public Hearing

[PC20-0047](#) Public Hearing: Family Promise of Waukesha, 139 E. North Street - Conditional Use Permit; proposed offices for a social service agency assisting families with homelessness.

[PC20-0049](#) Public Hearing: 425 E. Broadway - Conditional Use and Final Site Plan & Architectural Review; expansion of residential use in the B-3 Commercial district.

## VIII. Action on Public Hearing

[PC20-0048](#) Action: Family Promise of Waukesha, 139 E. North Street - Conditional Use Permit; proposed offices for a social service agency assisting families with homelessness.

**A motion was made by Mayor Reilly, seconded by Wells, that this Conditional Use Permit be approved with the condition that the applicant comes back in nine months for review to ensure that all conditions are being met. The motion carried by the following vote:**

**Aye:** 6 - Francoeur, Keller, Reilly, Montiho, Wells and Schmitz

**Nay:** 1 - Bartels

[PC20-0055](#) Action: 425 E. Broadway - Conditional Use and Final Site Plan & Architectural Review; expansion of residential use in the B-3 Commercial district.

**A motion was made by Mayor Reilly, seconded by Keller, that this Site Plan & Architectural Review be approved with the conditions that they look at handicap accessibility requirements and if outside storage of trash requires a masonry enclosure. The motion carried by the following vote:**

**Aye:** 7 - Francoeur, Bartels, Keller, Reilly, Montiho, Wells and Schmitz

## IX. Business Items

[ID#20-0676](#) Zoning Code Updates – Updates to the Conditional Use sections of the zoning code, and several other minor updates to other sections of the code.

**A motion was made by Mayor Reilly, seconded by Montiho, that this Business item be approved with conditions. The motion carried by the following vote:**

**Aye:** 7 - Francoeur, Bartels, Keller, Reilly, Montiho, Wells and Schmitz

[ID#20-0736](#) Declaration of surplus land, 205 Greenmeadow Drive – the northeast corner of the intersection of Greenmeadow Drive and Michigan Avenue.

**A motion was made by Mayor Reilly, seconded by Francoeur, that this Business item be recommended for approval. The motion carried by the following vote:**

**Aye:** 7 - Francoeur, Bartels, Keller, Reilly, Montiho, Wells and Schmitz

X. Director of Community Development Report

XI. Adjournment

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Community Development Office 48 hours prior to the meeting at 524-3750, or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.

## PUBLIC COMMENT

Waukesha is currently conducting its meetings virtually due to the COVID-19 pandemic and City Hall is closed. There have been numerous security problems in opening up meeting for anyone to “enter” a virtual meeting, so the city has developed a specific process in order to allow the public to provide comments while also ensuring that the meeting is conducted appropriately.

### Steps to Register for Public Comment:

- You will need to register for public comment on the following link if you wish to participate. <https://waukesha-wi.gov/1907/Public-Comment>
- Provide the required information (First and Last name, E-mail address, address, phone number)
- City staff will review your registration. You will then be contacted by a City staff member by phone to verify your information.
- Once verified, you will receive an e-mail link for the meeting. When it is time for the meeting, you click on the provided link to join the meeting.
- The link you receive is unique to you. It cannot be forwarded or shared with others. Each person that would like to comment needs to complete their own registration.
- Registration must be submitted by 4PM on the day of the meeting start time to allow time for verification.

If you would prefer to not participate live in the meeting, you can submit comment at least one hour prior to the meeting by e-mailing [CommDev@waukesha-wi.gov](mailto:CommDev@waukesha-wi.gov). You will need to include the specific meeting and item (from the list above) that your comment is for as well as your name and address. Your comment will be read live at the meeting during public comment. If you have any questions regarding this process, please contact 262-524-3671 during business hours.