



City of Waukesha
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Committee: Plan Commission	Date: 11/16/2022
Common Council Item Number: PC22-0326	Date: 11/16/2022
Submitted By: Doug Koehler, Principal Planner	City Administrator Approval: Click here to enter text.
Finance Department Review: Click here to enter text.	City Attorney's Office Review: Click here to enter text.
Subject: Conditional Use Permit – Vincent James Mentoring, 307 E. Main St. – A request for a conditional use permit to operate a teen mentoring program at 307 E. Main St. and for a residential unit on the second floor.	

Details: The applicant is in the process of renovating and restoring the property at 307 E. Main St. for the purpose of using the building as an outreach and mentoring facility for at risk youth. The property, also referred to as the Volney Moore House, is a designated Local Landmark. It has been vacant for several years. The proposed use is not on the list of Permitted Uses in the B-3 zoning district, there are several uses which are similar to or reasonably related to it, such as professional offices and commercial adult care facilities.

The Vincent James Mentoring Program will be headquartered in the first floor of the building. Mentoring and outreach will be focused on at risk teenagers but will also include family counseling services. It will include one on one and small group counselling sessions, both on-site and at local schools and churches, as well as possibly an alternative education program for 1-2 students. In the future the applicant plans to start one or more partner businesses, which will help mentees learn career skills. Office space for those businesses may be located at 307 E. Main St., but operations and equipment storage will be at other locations.

The applicant has identified regular office hours of 8:30 AM to 5:30 PM, with group sessions from 5:30 to 7:30. Initially he will be the only staff member, but he expects to grow the business to include five additional employees. The applicant has stated that there are 8-10 parking spaces available on the property. It currently has a gravel driveway, which will need to be paved prior to Occupancy. The Plan Commission will need to approve Final Site Plan and Architectural Review for that work. The applicant doesn't plan to make any exterior alterations to the building itself, but he understands those would need to be approved by the Landmarks Commission.

In addition to the business on the first floor, the applicant would like to use a 430 square foot space in the rear section of the second floor as an efficiency apartment residential dwelling unit while he works on getting the office space in the rest of the building up to code, and while the business expands. The applicant expects to be the only resident. Once the business is at full capacity, he plans to use the entire second floor as office space, with the first floor used primarily as client space.

Options & Alternatives:
[Click here to enter text.](#)

Financial Remarks:

No financial impact to the City.

Staff Recommendation:

Staff recommends approval of a Conditional Use Permit for the Vincent James Mentoring program at 307 E. Main St., as well as residential use on the second floor, with the following conditions:

- A Building Permit must be approved before any repair or renovation work is done. A licensed design professional will need to prepare the plans and provide professional supervision.
- All required fire separation and other work must be completed and approved to make the building habitable before the residential space is Occupied.
- Final Site Plan and Architectural Review must be approved by the Plan Commission, and all site work, including paving of the driveway, must be completed before the commercial space is occupied.
- All appropriate Occupancy Permits, Sign Permits, and any other permits required by the Building Department must be approved before the applicable work has been done.
- Any alterations, renovations, or repairs to the exterior of the building must be approved by the Landmarks Commission before work is begun.
- Any future expansion of the business beyond the description submitted in the application materials, including addition of partner businesses, will require new Occupancy Permits, along with, potentially, a new Conditional Use Permit approval.
- Outdoor storage of items not related to the approved uses will not be permitted on the site. All unrelated items or vehicles must be removed prior to approval of either the residential or commercial occupancy.
- This Conditional Use Permit applies only to the applicant, Matthew Stafford, and the proposed use. It cannot be transferred to other users or other residential occupation.
- Any Fire Department comments will be addressed.