



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Plan Commission

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Wednesday, February 24, 2021

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 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)  
Webinar ID: 996 5650 4000  
Password: 164599

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

#### III. Roll Call

**Present** 6 - Francoeur, Bartels, Keller, Reilly, Montiho, and Schmitz

**Absent** 1 - Wells

#### IV. Public Comment

#### II. Pledge of Allegiance

#### V. Approval of Minutes

[ID#20-1572](#) Minutes for the Meeting of January 27, 2020.

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

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

**Absent:** 1 - Wells

#### VI. Consent Agenda

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

[PC20-0139](#) Cutler Park, 321 Wisconsin Avenue - Final Site Plan & Architectural

Review, Restroom Addition to the Library

VII. Open Public Hearing

[PC20-0138](#) Family Promise Day Center & Temporary Housing, 139 E. North Street, Conditional Use – Request for a Conditional Use Permit to allow temporary residential units in the building at 139 E. North Street.

VIII. Action on Public Hearing

[PC20-0138](#) Family Promise Day Center & Temporary Housing, 139 E. North Street, Conditional Use – Request for a Conditional Use Permit to allow temporary residential units in the building at 139 E. North Street.

**A motion was made by Mayor Reilly, seconded by Keller, that this Conditional Use Permit be approved with conditions, staff comments, and to work with staff to resolve signage for driveway. The motion carried by the following vote:**

**Aye:** 5 - Francoeur, Keller, Reilly, Montiho and Schmitz

**Nay:** 1 - Bartels

**Absent:** 1 - Wells

IX. Business Items

[PC21-0007](#) 709 N. Hartwell Avenue, Certified Survey Map – A two-lot certified survey map to divide the former 709 Hartwell property between properties at 705 and 713 Hartwell Avenue

*Approval of this CSM subject to staff comment and require staff receive recorded document resolving the issue of the slab*

*Approval justification this will result in two lots that are more conforming with the Zoning Code.*

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

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

**Absent:** 1 - Wells

[ID#20-1392](#) Buddy's Burgers & Custard LLC, 1345 S. West Avenue, Sign Appeals – Request for an additional detached sign.

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

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

**Absent:** 1 - Wells

[PC20-0136](#) Fresh Paws of MKE, LLC, 143 Wilson Avenue, Conditional Use Permit – Request for a Conditional Use Permit to operate a dog training business out of the home at 143 Wilson Avenue.

**A motion was made by Mayor Reilly, seconded by Keller, that this Conditional Use Permit be approved with conditions. The motion carried by the following vote:**

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

**Absent:** 1 - Wells

[PC21-0005](#) Skyline Subdivision, Preliminary Plat Review - Bielinski Homes is proposing to revise the lot count from 156 to 143 single family lots

**A motion was made by Mayor Reilly, seconded by Bartels, that this Plat Review be approved. The motion carried by the following vote:**

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

**Absent:** 1 - Wells

[ID#21-1824](#) Matter of Report: 2730 N. Grandview Blvd.

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.