



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Final

### Plan Commission

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Wednesday, January 27, 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

II. Pledge of Allegiance

III. Roll Call

**Present** 5 - Francoeur, Keller, Reilly, Montiho, and Schmitz

**Absent** 2 - Bartels, and Wells

IV. Public Comment

V. Approval of Minutes

[ID#20-1471](#) Minutes for the Meeting of December 9, 2020.

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

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

**Absent:** 2 - Bartels and Wells

VI. Consent Agenda

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

[PC20-0131](#) Hillcrest Elementary School, 2200 Davidson Road, Final Site Plan &

Architectural Review - Changes to the entrance at Hillcrest School.

[PC20-0129](#) Whittier Elementary School, 1103 S. East Avenue, Final Site Plan & Architectural Review - Changes to the entrance at Whittier School.

[PC20-0132](#) Carroll University, Health & Wellness Center, 304 N. East Avenue, Final Site Plan & Architectural Review - An elevator addition and minor site changes to the property at 304 N. East Avenue.

[PC20-0134](#) Monterey Apartments, 2725 N. University, Final Site Plan & Architectural Review - Proposed new surface parking spaces within the apartment complex.

[PC20-0137](#) Waukesha Fire Station #4, 1700 Northview, Final Site Plan & Architectural Review - Proposed addition to the west side of the building.

## VII. Open Public Hearing

[PC20-0108](#) Public Hearing: Smart Asset, LLC, 351 W. Main Street, Conditional Use with Site Plan & Architectural Review – Request for a conditional use permit to allow residential units in the building at 351 W. Main Street.

[PC20-0103](#) Public Hearing with Site Plan & Architectural Review: 414 Wisconsin Avenue, Conditional Use Permit – Request for a conditional use permit to allow a residential unit in the building at 414 Wisconsin Avenue.

[ID#20-1573](#) Public Hearing: Hold a public hearing on the proposed boundaries and project plan for Tax Incremental District Number 30, a Rehabilitation – Conservation district, located between of St. Paul Avenue and the Fox River, northeast of Wisconsin Avenue.

[PC20-0135](#) Public Hearing: 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.

## VIII. Action on Public Hearing

[PC20-0121](#) Action on Public Hearing: Smart Asset, LLC, 351 W. Main Street, Conditional Use with Site Plan & Architectural Review – Request for a conditional use permit to allow residential units in the building at 351 W. Main Street.

**A motion was made by Mayor Reilly, seconded by Keller, that this Site Plan & Architectural Review be approved with conditions including the exterior of the building be painted and other exterior issues be taken care of by June, 2021 and applicant consider either skylight or transom glass in the bedroom. The motion carried by the following vote:**

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

**Absent:** 1 - Wells

[PC20-0120](#) Action on Public Hearing with Site Plan & Architectural Review: 414 Wisconsin Avenue, Conditional Use Permit – Request for a conditional use permit to allow a residential unit in the building at 414 Wisconsin Avenue.

**A motion was made by Mayor Reilly, seconded by Keller, that this Conditional Use Permit be approved with conditions all staff comments and, if the dumpster is to be built, it should be reviewed by staff prior to the construction.. The motion carried by the following vote:**

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

**Absent:** 1 - Wells

[ID#20-1574](#) Action on Public Hearing: Review and Approve a Plan Commission Resolution for the creation of Tax Incremental District Number 30, a Rehabilitation – Conservation district, located between of St. Paul Avenue and the Fox River, northeast of Wisconsin Avenue.

**A motion was made by Mayor Reilly, seconded by Montiho, that this Business item be approved. 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 Francoeur, that this Conditional Use Permit be held. The motion carried by the following vote:**

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

**Absent:** 1 - Wells

## IX. Business Items

[PC20-0130](#) Hawthorne Elementary School, 1111 Maitland Drive, Final Site Plan & Architectural Review - Changes to the entrance and minor site revisions at Hawthorne School.

**A motion was made by Mayor Reilly, seconded by Francoeur, that this Site Plan & Architectural Review be approved with conditions. The motion carried by the following vote:**

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

**Absent:** 1 - Wells

**Abstain:** 1 - Montiho

[PC20-0133](#) Carroll University, Health & Wellness Center, 304 N. East Avenue, Rezoning - Request to rezone the property at 304 N. East Avenue from B-1 Neighborhood Business to I-1 Institutional zoning.

**A motion was made by Mayor Reilly, seconded by Schmitz, that this Rezoning Petition be recommended for approval. The motion carried by the following vote:**

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

**Absent:** 1 - Wells

**Abstain:** 1 - Bartels

[PC20-0100](#) The Village at Fox River, lands at the Southeast Corner of STH 59 and Saylesville Road, PUD Amendment Final Site Plan & Architectural Review – Proposed mixed-use development including a 174-unit apartment building, convenience store/gas station, and a future commercial/office use south of Les Paul Parkway at River Valley Road extended.

**A motion was made by Mayor Reilly, seconded by Keller, that this Pud Amendment be recommended for approval. The motion carried by the following vote:**

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

**Absent:** 1 - Wells

[PC21-0001](#) Waukesha Water Utility Booster Pump Station, 2010 E. Broadway, Final Site Plan & Architectural Review - Proposed Booster Pump Station, reservoirs, and a water tower as required for the Great Lakes Water Supply Program.

**A motion was made by Montiho, seconded by Bartels, that this Site Plan & Architectural Review be approved with conditions. The motion carried by the following vote:**

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

**Nay:** 1 - Keller

**Absent:** 1 - Wells

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.