



CITY OF WAUKESHA
DEPARTMENT OF COMMUNITY DEVELOPMENT
City Hall, 201 Delafield Street, Waukesha, WI 53188
(262) 524-3750

CONDITIONAL USE PERMIT APPLICATION

This application must accompany a Plan Commission Application along with the required fee.
The Plan Commission may not make a decision on this request if the property owner is not present at the meeting.

DATE: 7/14/2025

☒ NEW APPLICATION

☐ AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

Please describe your proposed use below in as much detail as possible. Be sure to include potential future growth, to avoid needing to come back for further approvals in the future. Some portions of the questionnaire below will not apply to all Conditional Use Permit applications. If there are relevant details which are not covered below, please attach a written narrative to explain them.

NAME OF PROJECT OR BUSINESS: James Guenther Cigars

LOCATION OF USE: 3725 Stillwater St

TYPE OF USE: Purchase & sale of cigars

Is this a NEW use or is this use being relocated from somewhere else? New

If you are relocating a use, where are you relocating it from? _____

Do you operate a use in other locations? (Circle one) YES (NO)

If yes, please explain: _____

Will the use be occupying an existing building or will you be building a new building? (EXISTING) NEW

Hours and days of operation: Maybe 1 per month

Number of Employees: 1 (owner)

Number of on-site parking stalls available: Not applicable

Length of permit requested (6 month, 1 year, 2 year, permanent): permanent

Current zoning: residential RDA PUB

Is a License required to operate this use? (Circle one) (YES) NO If yes, please attach a copy.

Name of licensing authority: State of Wisconsin

Will any hazardous materials be used? No

The following information must be attached to process the permit:

- 1 ☐ A site map showing the location of the proposed site.
- 2 ☐ A site plan showing the location of building(s), parking, landscaping, etc.
- 3 ☐ A floor plan of the building showing how it will be used for the proposed use.
- 4 ☐ If an existing building, a photo of the building.
- ☒ If new, complete development plans must be submitted per the development guidelines.
- ☒ If facade changes are proposed, plans must be submitted showing changes.
- ☐ A business plan if there is one; otherwise answer the questions on the back.

Please attach a copy of your Business Plan if you have one.

If you do not have written Business Plan or choose not to share it, please answer the following questions:

1. What business will you be in? Wholesale Purchase of Cigars
Occasional Sale to Friends
2. Explain your business' daily operations. Not daily but occasional
1 per month
3. How will business be managed on a daily basis? by owner
4. What are your products or services? Fine Cigars
5. Will your employees need additional parking? No N.A.
6. Are employees required to have any certification(s)? N.A.
7. Who is the owner of the building or premises where your business will be conducted?
Jim Giventer
8. If you are not owner of the building or premises where your business will be conducted, do you have a lease agreement with the owner? N.A.
9. Are there any insurance requirements for your business? No
10. Will you have property insurance? Yes
11. Are there any noise considerations/concerns with your business operations?
No

Please Note: If approved, this permit will be issued to the applicant only and will not be transferrable. This application will become null and void if required fees and materials are not submitted at time of application. Any physical changes made to the building may require the installation of additional fire protection systems. Please contact the Fire Marshal for further discussion.