



**City of Waukesha**  
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<b>Committee:</b> Plan Commission	<b>Date:</b> 8/28/2024
<b>Common Council Item Number:</b> PC24-0578	<b>Date:</b> 8/28/2024
<b>Submitted By:</b> Doug Koehler, Principal Planner	<b>City Administrator Approval:</b> <a href="#">Click here to enter text.</a>
<b>Finance Department Review:</b> <a href="#">Click here to enter text.</a>	<b>City Attorney's Office Review:</b> <a href="#">Click here to enter text.</a>
<b>Minor Site Plan and Architectural Review – 717 N. East Avenue, Catholic Charities – a request to approve plans to add a new ADA compliant sidewalk access, update landscaping, add a new sign, and replace several windows to enhance the building’s functionality and appeal.</b>	

**Details:** The applicants, Catholic Charities, are looking to renovate their existing building entrance to make it more welcoming and easier to access. The primary updates will be to the street facing side of the building. They will remove two parking spaces which have access directly onto East Ave. and replace them with grass. The main sidewalk entrance to the building will be replaced with a sloping sidewalk, to allow for easier ADA access directly from the East Ave. sidewalk.

Immediately to the south of the walk the existing sloped sidewalk will be removed, and two existing parking spaces there will be expanded to make one of them ADA compliant. One of the spaces will have a width of eight feet, which requires an exemption from the Plan Commission. The normal minimum is a width of nine feet. The parking spaces are also immediately adjacent to the sidewalk. Catholic Charities has seven additional parking spaces in the rear of their building, and has a shared parking agreement with First Congregational Church to use the parking lot on the adjacent property to the south. A significant portion of the people they serve arrive are transit users who arrive by bus.

The applicants plan to replace the existing glass block windows on the front of the building with clear glass panes, and to repaint sections of the existing CMU siding. Existing doors at both the front and rear entrances will be replaced with new doors. The applicants also plan to replace the existing dual post sign with a new monument sign, located in the newly created grass area. A separate sign permit will be required, and since the sign will be located on a B-2 zoned property a sign variance will be necessary as well.

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

**Financial Remarks:**  
 No financial impact to the City.

**Staff Recommendation:**

Staff recommends approval of Minor Site Plan and Architectural Review for the proposed updates to the building and site at 717 N. East Ave with the following conditions:

- A separate sign permit and sign variance application will be required.
- Engineering Department comments to be addressed.