

City of Waukesha Application for Development Review

Last Revision
Date:
10/1/2018

City of Waukesha Community Development Department - 201 Delafield Street, Suite 200, Waukesha, WI 53188 262-524-3750
City of Waukesha Department of Public Works Engineering Division—130 Delafield Street, Waukesha, WI 53188 262-524-3600
www.waukesha-wi.gov

APPLICANT INFORMATION

Applicant Name: Waukesha Civic Theatre, Inc
Applicant Company Name: Rhonda Schmidt, M.A. Director
Address: 264 W. Main St.
City, State: Waukesha, WI Zip: 53186
Phone: 262-547-4911
E-Mail: rschmidt@waukeshacivictheatre.org

PROPERTY OWNER INFORMATION

Applicant Name: Karen White
Applicant Company Name: _____
Address: 270. W. Main St
City, State: Waukesha, WI Zip: 53186
Phone: _____
E-Mail: _____

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: TBD
Company Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____
E-Mail: _____

PROJECT & PROPERTY INFORMATION

Project Name: Theatre Expansion
Property Address: 264 W. Main St.
Tax Key Number(s): WAKC 1305180
Zoning: B-2
Total Acreage: 5.025[±] Existing Building Square Footage 4,407
Proposed Building/Addition Square Footage: 0
Current Use of Property: Clock Shop

PROJECT SUMMARY (please provide a brief project description)

Expand existing theatre operation into neighboring property.

All submittals require a complete scaled set of digital plans (Adobe PDF) and shall include a project location map showing a 1/2 mile radius, a COLOR landscape plan, COLOR building elevation plans, and exterior lighting photometric maps and cut sheets. A pre-application meeting is required prior to submittal of any applications for Subdivisions, Planned Unit Developments, and Site and Architectural Plan Review. **The deadline for all applications requiring Plan Commission Reviews is at 4:00 P.M, 30 days prior to the meeting date. The Plan Commission meets the Second and Fourth Wednesday of each month.**

APPLICATION ACKNOWLEDGEMENT AND SIGNATURES

I hereby certify that I have reviewed the City of Waukesha Development Handbook, City Ordinances, Submittal Requirements and Checklists and have provided one PDF of all required information. Any missing or incomplete information may result in a delay of the review of your application. By signing this I also authorize The City of Waukesha or its agents to enter upon the property for the purpose of reviewing this application.

Applicant Signature: Rhonda Schmidt
Applicant Name (Please Print): Rhonda Schmidt
Date: 11/15/19

For Internal Use Only:		
Amount Due (total from page 2):	<u>\$480-</u>	Amount Paid: <u>\$480-</u>
Trakit ID(s)	<u>CU19-00011</u>	Check #: <u>26436</u>
		Date Paid: <u>11-15-19</u>



CITY OF WAUKESHA
DEPARTMENT OF COMMUNITY DEVELOPMENT
 City Hall, 201 Delafield Street, Room 200
 Waukesha, WI 53188
 Phone (262) 524-3750 Fax (262) 524-3751

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: 11/15/19

NEW APPLICATION

AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

NAME OF PROJECT OR BUSINESS: Waukesha Civic Theatre, Inc.

LOCATION OF USE: 270 W. Main Street

TYPE OF USE: Theatre

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

If you are relocating a use, where are you relocating it from? Expanding from next door

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

If yes, please explain: Existing theatre at 264 W. Main St.

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

Hours and days of operation: 7 am to 2 am daily

Number of Employees: In conjunction with existing: 6, plus 10 event staff

Number of on-site parking stalls available: 2

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

Current zoning: B-2

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

Name of licensing authority: _____

Will any hazardous materials be used? No

The following information must be attached to process the permit: N/A - No site plan changes. GIS Aerial and Conceptual proposed uses attached

- A site map showing the location of the proposed site.
- A site plan showing the location of building(s), parking, landscaping, etc.
- A floor plan of the building showing how it will be used for the proposed use.
- 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 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.



WAUKESHA CIVIC THEATRE



November 15, 2019

Plan Commission
City of Waukesha

Re: Waukesha Civic Theatre, Inc.
Conditional Use Application
270 W. Main St., Waukesha (Clock Shop building)

Ladies & Gentlemen:

Enclosed please find the conditional use application of the Waukesha Civic Theatre, Inc. (WCT), seeking approval of a theatre use at 270 W. Main Street (the Clock Shop) in downtown Waukesha, next door to the existing WCT property. WCT and the Clock Shop have entered a purchase agreement, contingent upon the City granting zoning approval for expansion of the WCT theatre operation.

WCT is now in its 63rd season and is one of the longest continuously operating theatres in the State of Wisconsin. The programming at WCT is extensive, and growing, including all of the following and more every year:

- 7 mainstage full cast productions
- Several special invited shows (Random Acts)
- Classic movies and movie sing-a-longs (PIX Flix)
- Academy at Civic Theatre (ACT) education programs for kids and adults
- Adaptive Community Approach Program (ACAP) productions
- Civic Senior Players
- Civic Broadway Singers
- Waukesha State Bank Art Gallery
- And more

Our facility is vibrant with activity, from top to bottom and front to back, every day, all day. We need more space to better operate the programs we have now, and to continue to grow our programs.

This is our vision for the Clock Shop acquisition. We plan to use the space initially for costume and set storage, office space, and similar non-performance uses. We have much larger plans to come, however, to integrate

Margaret Brate Bryant Civic Theatre Building, 264 West Main Street, Waukesha, WI 53186
Business Office: 262-547-4911 Box Office: 262-547-0708
www.waukeshacivictheatre.org

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Box Office Supervisor

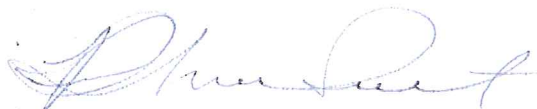
Amy Holley
Bookkeeper

the Clock Shop with the existing WCT facility. Centered in the existing Clock Shop will be a new black box theatre, which for the first time will allow us to run two performances simultaneously, and minimize conflicts in use of our existing performance space. The front of the Clock Shop will be a new rehearsal studio, with windows onto Main Street. The rear of the Clock Shop will be two floors of needed office space. This transformation will happen once our architectural planning, permitting and fundraising is complete, with groundbreaking scheduled for 2021. We can't wait!

We are proud of the role we've played in the revitalization of downtown Waukesha. We look forward to partnering with the City in the next stage of revitalization, which will coincide well with our expansion. We hope to draw even more visitors to downtown in the years to come.

The Waukesha Civic Theatre, our community theatre, has benefited from generations of dedicated community support. For 63 years the City and its environs have reaped the rewards, in great entertainment and in building community. Now it is our turn to make a difference for the generations to come. Thank you for your consideration of our application.

Yours Very Truly,



Rhonda Schmidt
Waukesha Civic Theatre
Managing Artistic Director

Plan Commission
City of Waukesha

Re: Clock Shop, 270 W. Main Street

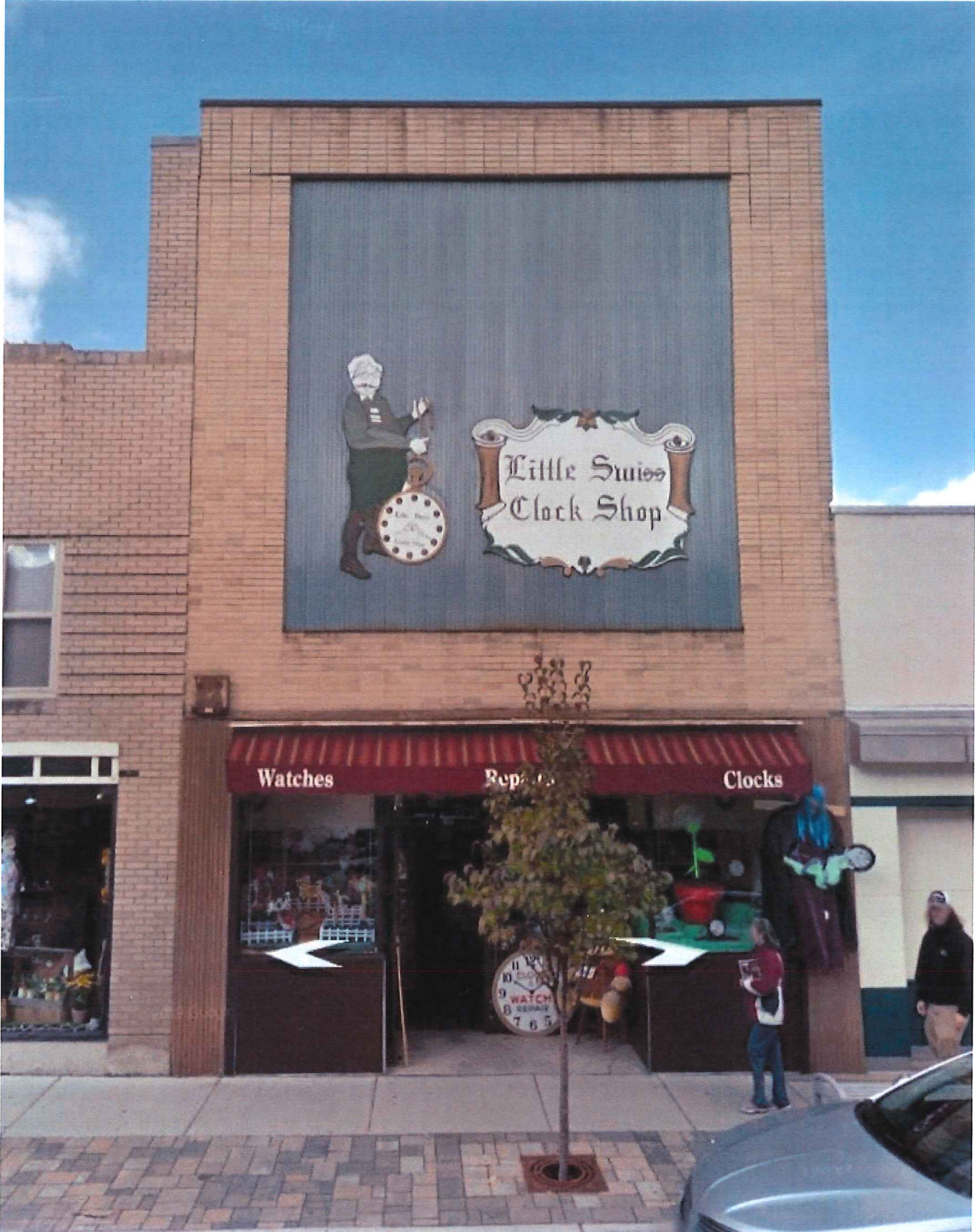
Ladies and Gentlemen,

I am currently the owner of the above-noted property. I have entered a purchase agreement with Waukesha Civic Theatre, Inc., which is contingent upon the theatre obtaining zoning approval to operate a theatre in the building. I am writing to express my support of the conditional use application filed by Waukesha Civic Theatre, and to join in the application. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Karen White".

Karen White
White Living Trust



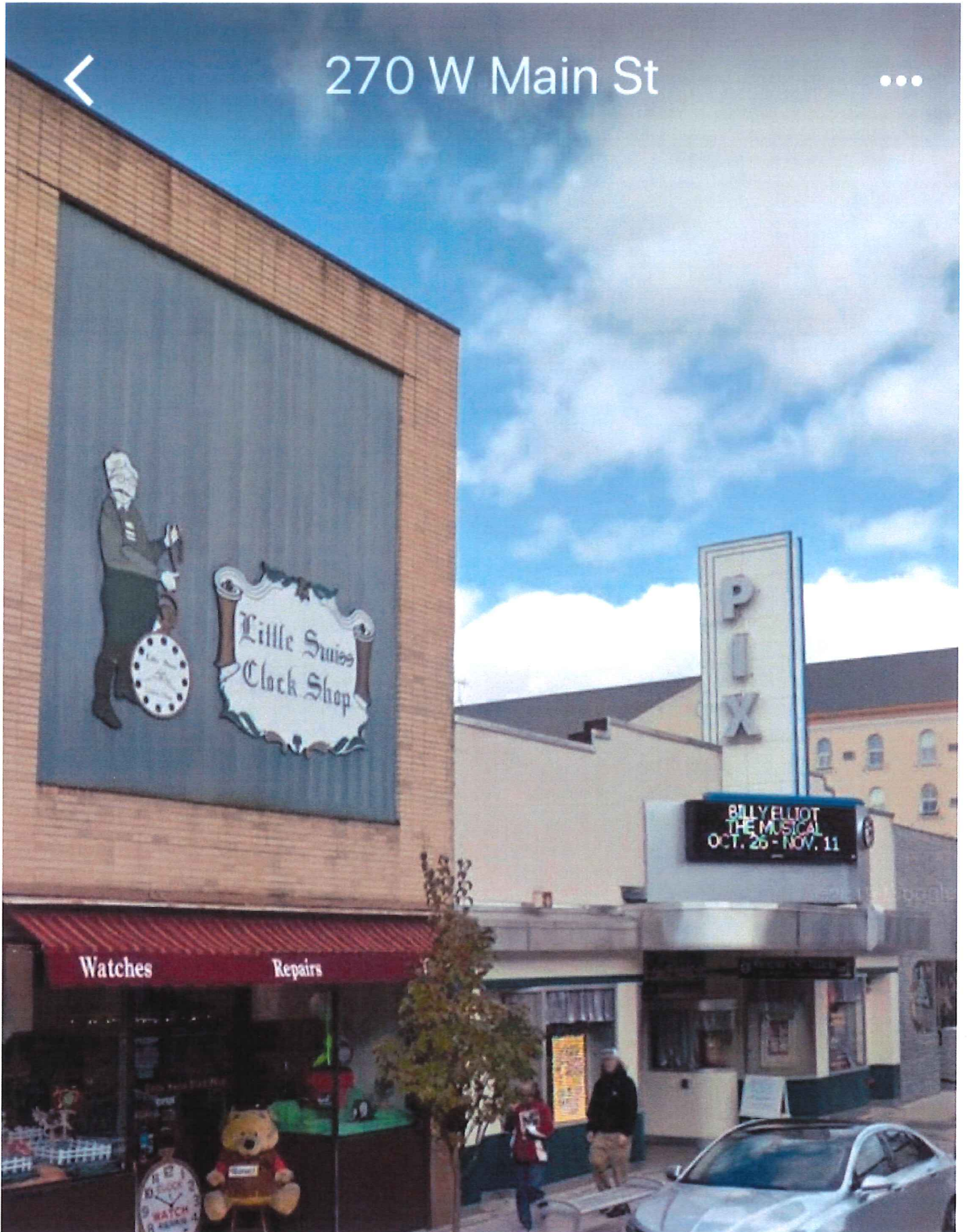
Little Swiss
Clock Shop

Watches Repairs Clocks

WATCH
REPAIRS
7 6 5



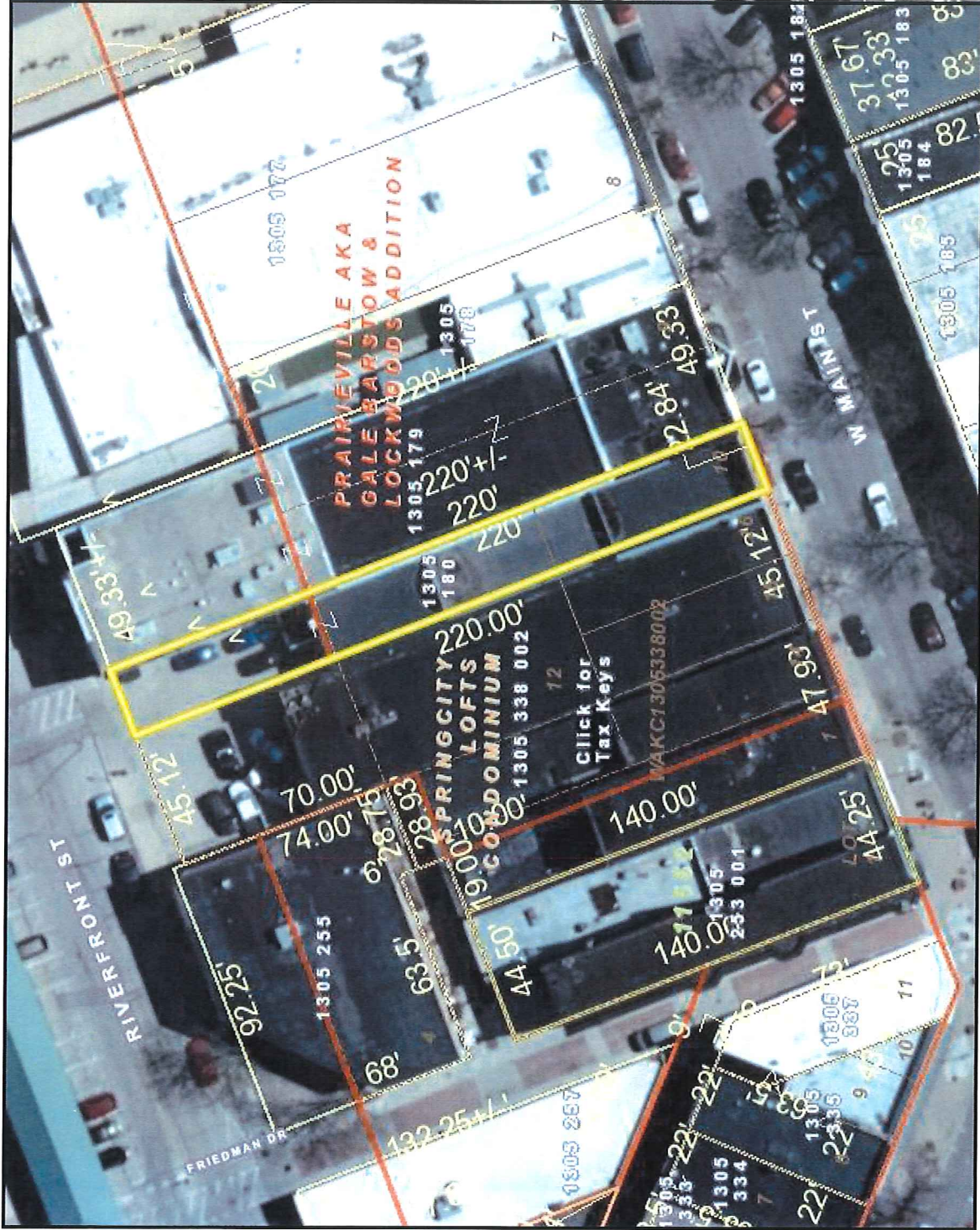
270 W Main St





LAND INFORMATION SYSTEMS DIVISION

Waukesha County GIS Map



Legend

- Parcels (Click for details)
- Plats (Click for details)
- Retired Parcels (Click for details)
- Retired Plats (Click for details)
- Municipal Boundary_2K
- FacilitySites_2K_Labels
- Lots_2K
- Lot
- Outlet
- SimultaneousConveyance
- Assessor Plat
- CSM
- Condominium
- Subdivision
- Cartoline_2K
- <all other values>
- EA-Easement_Line
- PL-DA
- PL-Extended_Tie_Line
- PL-Meander_Line
- PL-Note
- PL-Tie
- PL-Tie_Line
- Road Centerlines_2K
- Railroad_2K
- TaxParcel_2K
- Waterbodies_2K_Labels
- Waterlines_2K_Labels

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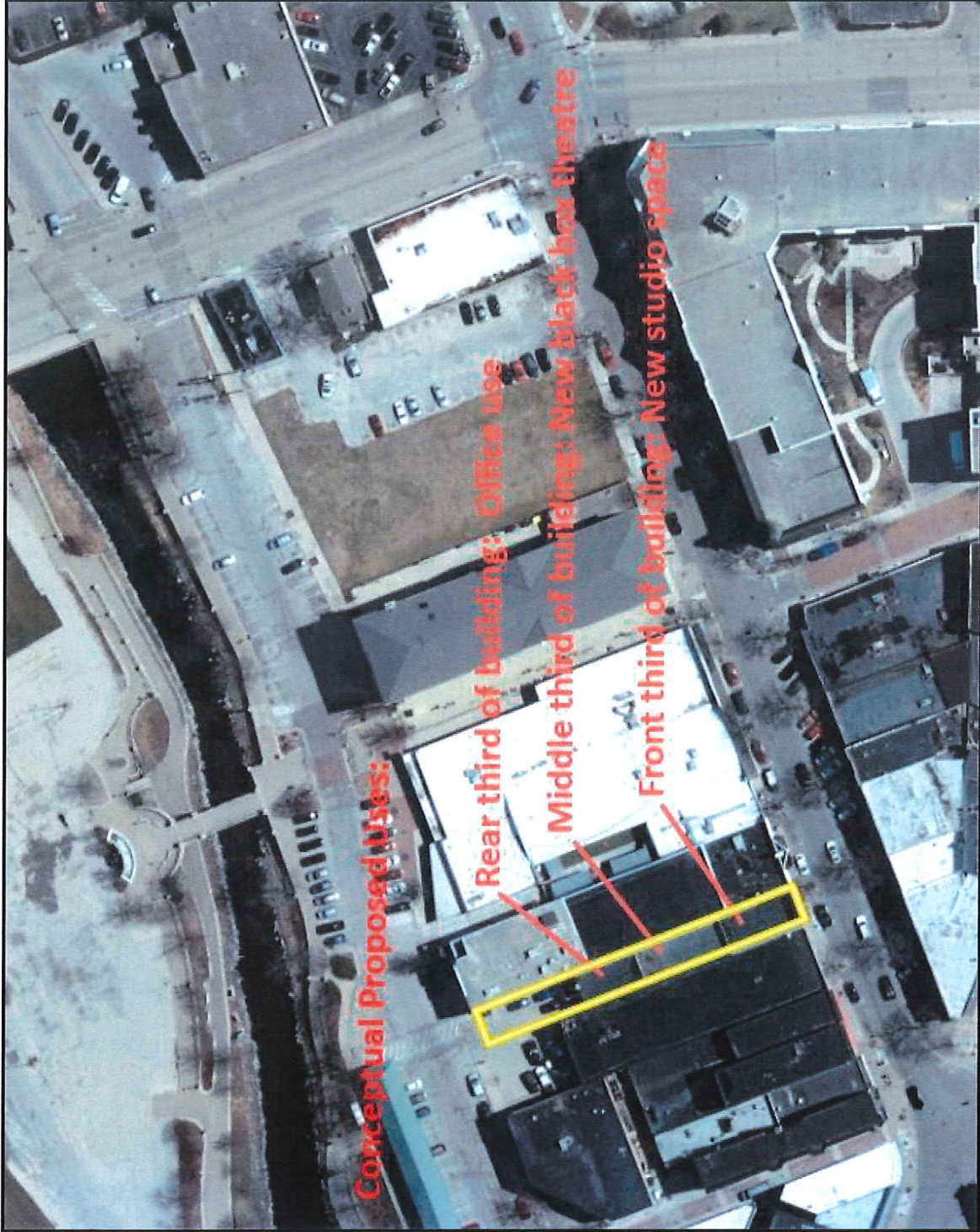
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Waukesha County GIS Map

LAND INFORMATION SYSTEMS DIVISION



Legend



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0 100.30 Feet

Notes: Clock Shop, with proposed use

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