



**City of Waukesha**  
 201 Delafield St. Waukesha, WI 53188  
 Tel: 262.542.3700  
 waukesha-wi.gov

<b>Committee:</b> Plan Commission	<b>Date:</b> 7/26/2023
<b>Common Council Item Number:</b> PC22-0422	<b>Date:</b> 6/28/2023
<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>Subject:</b> <b>Minor Site Plan and Architectural Review – Vincent James Mentoring, 307 E. Main St. Proposal to repave the parking area, add new landscaping, and add a new ADA ramp and other building improvements.</b>	

**Details:** The property at 307 E. Main St., which is an individually designated Local Landmark, has been vacant for many years and is in a seriously dilapidated state. It has been the subject of numerous property maintenance issues. The applicant plans to restore the property and to use it as a mentoring facility for at risk teenagers. A Conditional Use Permit for the proposed use was approved in November of 2022.

The property currently has a parking area which is partially paved, partially gravel and extends to the sidewalk in front of the building. The applicant plans to pave the drive area, adding seven parking spaces. The currently paved section directly in front of the building will be replaced with grass and walkways. Staff is recommending that the parking space immediately adjacent to the sidewalk also be replaced with grass, to meet the zoning code's requirement for a landscape buffer. This would result in the loss of one parking space, but staff feels six spaces will be sufficient for the use as it has been proposed.

The currently overgrown landscaping will be replaced with foundation plantings around the building and around the perimeter of the property. Grass will be added or restored in the rear yard, with walkways to it on either side of the building. The parking area will be graded so as to drain into the back yard.

The applicant also plans to repair and restore the building itself, replacing missing exterior brick and foundations, and repairing the front stoop. A new ADA ramp will be added to the east side of the building, with access through a door in the rear of the tower section. The Landmarks Commission approved a Certificate of Appropriateness for the alterations to the building at their meeting on July 12<sup>th</sup>. They approved the location and dimensions of the ramp but asked the applicant to come back with updated designs for the railings both at the ramp and the front stoop.

While the building currently has no legal occupancy, the current property owner has used it for storage of junk and vehicles, including a large semi-trailer. One of the conditions of the Conditional Use Permit was that those vehicles, and any other junk or vehicles not related to the current use of the property, must be removed prior to any occupancy of the building. Since the applicant has indicated that he does not intend to live in the building while he works on the commercial space, the timeline for occupancy is unclear, and it could be well into the future. Staff would like to see the exterior of the property cleaned up and all unrelated equipment removed prior to issuance of Building Permits instead.

**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 Vincent James Mentoring at 307 E. Main St. with the following conditions:

- Grass buffer will be added to at least five feet back from the sidewalk throughout the parking area.
- Outdoor storage of items not related to the approved uses, or necessary for construction, specifically including the semi-trailer currently stored on the site, will be removed prior to issuance of building permits and will not be returned to the property.
- All Engineering Department comments will be addressed.