



# City of Waukesha

Waukesha City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Agenda - Final-revised

### City Council

---

Tuesday, March 18, 2025

6:00 PM

Council Chambers, City Hall

---

1. Roll Call
2. Pledge of Allegiance
3. Announcement of Closed Session pursuant to Wisconsin Statutes §19.85(1)(e) to discuss the sale of .15 acres of City owned property at the corner of Buena Vista and Pewaukee Rd., tax key 1000-071. There is currently an offer to purchase, and the City is considering a counter offer.
4. Public Comment

*City Residents and Taxpayers Only - Limited to three minutes/speaker, ending 6:30 p.m.*

#### 5. Presentations to Council

- A. [ID#25-00493](#) Gallery Art Exhibit for Donna Lexa Art Center Presentation

**Attachments:** [Gallery Art Presentation- December 2024.pdf](#)

#### 6. Approval of Minutes

- A. [ID#25-00492](#) Approval of minutes from March 4th Council meeting.

**Attachments:** [CCmn03.04.2025 Draft.pdf](#)

### **Consent Agenda**

*Items under the Consent Agenda have passed unanimously out of committee. Unless a member of the Common Council specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are then approved unanimously by general consent. Any item removed from Consent Agenda will be discussed under the appropriate committee, board or commission on the Regular Agenda.*

### **1. Other Boards and Commissions**

#### **A. Transit Commission**

- A. [ID#25-00307](#) Review and Act on Proposed Reduced Route 1 Service Levels Effective June 2, 2025
- Attachments:** [Route 1 Reductions June 2025](#)
- Legislative History**
- |        |                            |   |
|--------|----------------------------|---|
| 3/6/25 | Transit Commission Meeting | recommended for Council Consent to the City Council |
|--------|----------------------------|---|
- B. [ID#25-00308](#) Review and Act on Resolution Authorizing the Filing of the 2025 Federal Grant
- Attachments:** [Federal Grant filling](#)  
[Resolution - 2025 Grants](#)
- Legislative History**
- |        |                            |   |
|--------|----------------------------|---|
| 3/6/25 | Transit Commission Meeting | recommended for Council Consent to the City Council |
|--------|----------------------------|---|
- C. [ID#25-00309](#) Review and Act on Proposed Title VI Plan for 2025-2027 and Supporting Resolution
- Attachments:** [Title VI Program Update](#)  
[Resolution - Title VI 2025-2027](#)
- Legislative History**
- |        |                            |   |
|--------|----------------------------|---|
| 3/6/25 | Transit Commission Meeting | recommended for Council Consent to the City Council |
|--------|----------------------------|---|

## **2. Plan Commission**

- A. [PC25-0008](#) Final Site Plan & Architectural Review - 101 W. Sunset Drive, New retail building for Starbucks – A request to approve plans for an approximately 2,570 sq. ft. new Starbucks Café building to be located in the parking lot to the west of the Presidents Plaza shopping center along the south side of Sunset Dr. just west of East Avenue.

**Attachments:**

[Cover Sheet- Final SPAR, 101 W Sunset Drive](#)  
[Cover Letter-SBX Presidents Plaza-January 24th 2025](#)  
[101 W Sunset Final SPAR Project Reviews](#)  
[20250203 MSA REVIEW SPAR25-00001](#)  
[Civil and Landscape Plans-SBX Presidents Plaza-February 17th 2025](#)  
[Storm Sewer Exhibit-SBX Presidents Plaza-January 24th 2025](#)  
[Development Review Checklist-SBX Presidents Plaza-January 24th 2025](#)  
[Elevations and Architectural Plans-SBX Presidents Plaza-January 24th 2025](#)  
[Erosion Control and Stormwater Management Permit Application-SBX Presiden](#)  
[Landscape Plans-SBX Presidents Plaza-January 24th 2025](#)  
[Plan Commission Application-SBX Presidents Plaza-January 24th 2025](#)  
[Renderings-SBX Presidents Plaza-January 24th 2025](#)  
[Site Engineering and Grading-SBX Presidents Plaza-January 24th 2025](#)

**Legislative History**

2/26/25          Plan Commission          approved with conditions

**3. Standing Committees****A. Finance Committee - Ald. Pieper****B. Building & Grounds Committee - Ald. E. Payne****C. Ordinance & License Committee - Ald. P. Wuteska**

## 1. Licenses

- A. [ID#25-00264](#) Invited Application: Sidewalk Cafe Permit for Joey's Diner

**Legislative History**

3/10/25          Ordinance & License          approved  
    Committee

- B. [ID#25-00325](#) Invited Application: One Stop Wonders Secondhand Article Dealer Application

**Legislative History**

3/10/25          Ordinance & License          approved  
    Committee

- C. [ID#25-00349](#) Invited Application: Foxx View Lanes Request for Extension of Premise License for the Sale of Liquor and/or Beer

**Legislative History**

3/10/25 Ordinance & License Committee approved

- D. [ID#25-00316](#) All Other Applications to include 8 licenses

**Legislative History**

3/10/25 Ordinance & License Committee approved

**D. Human Resources - Ald. Chrisien**

**E. Board of Public Works - Alex Damien**

**End of Consent Agenda**

7. New Business

*Format - Introduction by Professional Staff/Hearing/Comments by Council/Official*

- A. [ID#25-00345](#) Review and Approve: InTime Contract

**Attachments:** [InTime Contract Cover Letter.pdf](#)  
[Waukesha PD Proposal 2.17.2025](#)

8. Public Hearing

- A. [PC25-0019](#) Planned Unit Development Agreement Amendment – 101 W. Sunset Drive, Brighton Square – A request to amend the Brighton Square Planned Unit Development Agreement to accommodate the future development of a Starbucks Coffee shop in parking lot to the west of the shopping center.

**Attachments:** [Cover Sheet- PUD Amendment, 101 W Sunset Drive](#)  
[Cover Letter-SBX Presidents Plaza-February 17th 2025](#)  
[Amended PUD-SBX Presidents Plaza-February 17th 2025](#)  
[Plan Commission Application-SBX Presidents Plaza-February 11th 2025](#)  
[Amendment to Commercial PUD- Brighton Square March 2025.pdf](#)

**Legislative History**

2/26/25 Plan Commission recommend approval with conditions

- B.** [PC25-0012](#) Rezoning Rs-3 PUD Single Family Residential with a Planned Unit Development Overlay District, Winterberry Reserve Subdivision, WAKC0991003, north of Summit Avenue – A request from Veridian Homes to rezone approximately 22.196 acres of land along the north side of Summit Avenue from Rs-3 Single Family Residential District to Rs-3 PUD Single Family Residential with a Planned Unit Development Overlay District to incorporate a mixed lot size single family subdivision.

**Attachments:**

[Cover Sheet - Rezoning Winterberry Reserve](#)  
[Combined Prelim Plat-PUD Submittal-Winterberry Reserve-Summit Ave-2025 0](#)  
[2 - Petition for Amending Zoning Ordinance-Winterberry Reserve-Summit Ave-2](#)  
[3 - PUD and Prelim Plat Cover Letter, Narrative, Design Standards-Winterberry](#)  
[8 - Prelim Engineering-Landscape Plans-Winterberry Reserve-Summit Ave-202](#)  
[9 - Subdivision Layout Plan-Winterberry Reserve-Summit Ave-2025 01 27](#)  
[10 - General Development Plan-Architecture-Winterberry Reserve-Summit Ave-](#)  
[20250206 MSA Review-Letter PLAT25-00001](#)  
[City Department Review Comments - Winterberry Reserve Rezoning](#)  
[Winterberry Reserve - PUD Agreement DRAFT](#)  
[revised 2025-03-13 Winterberry Reserve Preliminary Plat](#)  
[revised Alley Cross Section \(3.6.25\)](#)  
[revised Lot Diagram - Alley \(3.7.25\)](#)

**Legislative History**

2/26/25	Plan Commission	recommended for approval to the City Council
---------	-----------------	--

- C.** [ID#25-00274](#) Review and act on the proposed assessment for the Spring 2025 Public Street Tree Planting Program, said cost to be \$397.00 per tree.

**Attachments:**

[Street Tree Planting Program Spring 2025\\_Full](#)  
[Arbor Day Proclamation 2025](#)

**Legislative History**

2/17/25	Parks, Recreation and Forestry Board	approved
---------	--------------------------------------	----------

## 9. Action on Public Hearing

- A. [PC25-0019](#) Planned Unit Development Agreement Amendment – 101 W. Sunset Drive, Brighton Square – A request to amend the Brighton Square Planned Unit Development Agreement to accommodate the future development of a Starbucks Coffee shop in parking lot to the west of the shopping center.

**Attachments:** [Cover Sheet- PUD Amendment, 101 W Sunset Drive](#)  
[Cover Letter-SBX Presidents Plaza-February 17th 2025](#)  
[Amended PUD-SBX Presidents Plaza-February 17th 2025](#)  
[Plan Commission Application-SBX Presidents Plaza-February 11th 2025](#)  
[Amendment to Commercial PUD- Brighton Square March 2025.pdf](#)

**Legislative History**

2/26/25 Plan Commission recommend approval with conditions

- B. [PC25-0012](#) Rezoning Rs-3 PUD Single Family Residential with a Planned Unit Development Overlay District, Winterberry Reserve Subdivision, WAKC0991003, north of Summit Avenue – A request from Veridian Homes to rezone approximately 22.196 acres of land along the north side of Summit Avenue from Rs-3 Single Family Residential District to Rs-3 PUD Single Family Residential with a Planned Unit Development Overlay District to incorporate a mixed lot size single family subdivision.

**Attachments:** [Cover Sheet - Rezoning Winterberry Reserve](#)  
[Combined Prelim Plat-PUD Submittal-Winterberry Reserve-Summit Ave-2025 0](#)  
[2 - Petition for Amending Zoning Ordinance-Winterberry Reserve-Summit Ave-2](#)  
[3 - PUD and Prelim Plat Cover Letter, Narrative, Design Standards-Winterberry](#)  
[8 - Prelim Engineering-Landscape Plans-Winterberry Reserve-Summit Ave-202](#)  
[9 - Subdivision Layout Plan-Winterberry Reserve-Summit Ave-2025 01 27](#)  
[10 - General Development Plan-Architecture-Winterberry Reserve-Summit Ave-](#)  
[20250206 MSA Review-Letter PLAT25-00001](#)  
[City Department Review Comments - Winterberry Reserve Rezoning](#)  
[Winterberry Reserve - PUD Agreement DRAFT](#)  
[revised 2025-03-13 Winterberry Reserve Preliminary Plat](#)  
[revised Alley Cross Section \(3.6.25\)](#)  
[revised Lot Diagram - Alley \(3.7.25\)](#)

**Legislative History**

2/26/25 Plan Commission recommended for approval to the City Council

- C. [ID#25-00274](#) Review and act on the proposed assessment for the Spring 2025 Public Street Tree Planting Program, said cost to be \$397.00 per tree.

**Attachments:** [Street Tree Planting Program Spring 2025 Full](#)  
[Arbor Day Proclamation 2025](#)

**Legislative History**

2/17/25

Parks, Recreation and  
Forestry Board

approved

**Reports**

## 10. Other Boards and Commissions

A. Transit Commission Report - Alex Damien

B. Water Utility Commission - Ald. Bartels

C. Information Technology Board Report - Ald. Manion

D. Landmarks Commission Report - Ald. Moltzan

E. Redevelopment Authority Report - Ald. R. Lemke

F. Parks, Recreation &amp; Forestry Board Report - Ald. Wells

- A. [ID#25-00495](#) Review and act on (recommendation to Common Council) proposed Park Activities Contract with Libertas Institute/ Bentley, Briggs & Lynch PLLC to provide Children's Entrepreneur Market events in Cutler Park at designated Movie Nights.

**Attachments:** [Cover Sheet Libertas Institute Childrens Entrepreneur Market Movie in the Park](#)  
[Libertas Institute Childrens Entrepreneur Market Monday Movies in the Park 20;](#)

- B. [ID#25-00506](#) Review and act on (recommendation to Common Council) proposed 2025 Summer Jazz at Cutler Park Music Performance Contracts.

**Attachments:** [Cover Sheet - Jazz at Cutler Park 2025 Performance Contracts](#)  
[Ellen Winters 16 July 2025](#)  
[Opus 23 Jul 2025](#)  
[Command Performance 9 Jul 2025](#)  
[Carmen Nickerson 7-30-25](#)  
[Brian Dale Group 2 July 2025](#)

G. Library Board Report - Ald. Halvensleben

H. Cemetery Commission Report - Ald. C. Payne

I. Waukesha Housing Authority Report - Ald. Pieper

J. Community Development Block Grant Committee Report - Jennifer Andrews

- A. [ID#25-00484](#) Resolution Decreasing the Size of the Community Development Block Grant Committee.

**Attachments:** [CDBG Cover Letter 2025-03-12T21\\_16\\_52.1846631Z.pdf](#)  
[Resolution - Size of CDBG Committee.pdf](#)

K. Public Art Committee Report - Ald. Moltzan

11. Plan Commission - Jennifer Andrews

- A. [PC25-0011](#) Preliminary Subdivision Plat - Winterberry Reserve, north of Summit Avenue – A request to approve the Final Plat for a 79 single family lot subdivision with two out lots on approximately 22.196 acres of land along the north side of Summit Avenue east of the Springs at Meadowbrook Apartments.

**Attachments:** [Cover Sheet - Preliminary Plat -Winterberry Reserve](#)  
[3 - PUD and Prelim Plat Cover Letter, Narrative, Design Standards-Winterberry](#)  
[Cond Certification of No Objection City & Villages Only](#)  
[7 - Preliminary Plat-Winterberry Reserve-Summit Ave-2025 01 27](#)  
[8 - Prelim Engineering-Landscape Plans-Winterberry Reserve-Summit Ave-202](#)  
[9 - Subdivision Layout Plan-Winterberry Reserve-Summit Ave-2025 01 27](#)  
[11 - Stormwater Memo-Winterberry Reserve-Summit Ave-2025 01 27](#)  
[12 - Geotech Report-Winterberry Reserve-Summit Ave-2025 01 10](#)  
[20250206\\_MSA Review-Letter\\_PLAT25-00001](#)  
[City Department Review Comments - Winterberry Preliminary Plat](#)  
[Combined Prelim Plat-PUD Submittal-Winterberry Reserve-Summit Ave-2025 0](#)  
[revised 2025-03-13 Winterberry Reserve Preliminary Plat](#)  
[revised Alley Cross Section \(3.6.25\)](#)  
[revised Lot Diagram - Alley \(3.7.25\)](#)  
[Winterberry Reserve - PUD Agreement DRAFT](#)

**Legislative History**

2/26/25            Plan Commission            recommended for approval to the City Council

12. Standing Committees

- A. Finance Committee Report - Ald. Pieper
- B. Building & Grounds Committee Report - Ald. E. Payne
- C. Ordinance & License Committee Report - Ald. P. Wuteska



## D. Human Resources Committee Report - Ald. Chrisien

## 13. Board of Public Works Report - Alex Damien

- A. [ID#25-00332](#) Resolution relating to the special assessment for the installation of Sanitary Sewer along Silvernail Road from STH 318/Meadowbrook Road to Sussex Lane.

**Sponsors:** Public Works

**Attachments:** [25-00332-BPW Agenda Cover Sheet - Silvernail Road Final Assessment Sanit;](#)  
[25-00332-BPW Final Resolution Relating to Special Assessment Rev.pdf](#)  
[25-00332-Silvernail Assessment-BPW Appr 1-23-25-Exhibit B.pdf](#)  
[25-00332-SilvernailRoadSanitarySewerAssessment v2-Exhibit A.pdf](#)

**Legislative History**

3/6/25 Board of Public Works recommended for approval to the City Council

- B. [ID#25-00333](#) Bids Received: Friday, February 28, 2025, at 11:00 a.m.  
Concrete Pavement Patching and Concrete Sawing - City-Wide

The Board of Public Works recommends that the low bid from Wandel Contractors in the amount of \$681,597.50 be awarded.

**Sponsors:** Public Works

**Attachments:** [2025 Concrete Street Patching - BT.pdf](#)

**Legislative History**

3/6/25 Board of Public Works recommended for approval to the City Council

- C. [ID#25-00334](#) Bids Received: Friday, February 28, 2025, at 11:00 a.m.  
W. Sunset Dr. and Oakdale Dr. Traffic Signal Improvements

The Board of Public recommends that the low bid from Zenith Tech, Inc., in the amount of \$393,889.30 be awarded.

**Sponsors:** Public Works

**Attachments:** [2025 Sunset & Oakdale Traffic Signal Improvement - BT.pdf](#)

**Legislative History**

3/6/25 Board of Public Works recommended for approval to the City Council

## 14. Director of Public Works Report

## 15. City Attorney's Report

## 16. City Administrator's Report

- A. [ID#25-00491](#) City Administrator's Report

Attachments: [Admin Report March 14, 2025.pdf](#)

## 17. Mayor's Report &amp; Referrals

## 18. Referrals

## 19. Closed Session

*A motion will be made pursuant to Wisconsin Statutes §19.85(1)(e) to discuss the sale of .15 acres of City owned property at the corner of Buena Vista and Pewaukee Rd., tax key 1000-071. There is currently an offer to purchase, and the City is considering a counter offer.*

- A. [ID#25-00259](#) A motion will be made pursuant to Wisconsin Statutes §19.85(1)(e) to discuss the sale of .15 acres of City owned property at the corner of Buena Vista and Pewaukee Rd., tax key 1000-071. There is currently an offer to purchase, and the City is considering a counter offer.

Legislative History

2/20/25 City Council approved

## 20. Reconvene in Open Session

*Upon conclusion of the closed session, a motion will be made to reconvene in open session, pursuant to Wis. Stats. 19.85(2) for possible discussion and/or action on matters discussed in closed session.*

- A. [ID#25-00262](#) Possible discussion and/or action on matters discussed in closed session.

Legislative History

2/20/25 City Council approved

## 21. Adjournment

Shawn Reilly, Mayor  
City of Waukesha

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 Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).