



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Plan Commission

Wednesday, September 24, 2025

6:00 PM

Council Chambers, City Hall

I. Call to Order

II. Pledge of Allegiance

III. Rollcall

Present 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller, and Jennifer Wallner

Absent 2 - Jack Wells, and Heather Granger

IV. Public Comment

V. Approval of Minutes

A motion was made by Mayor Shawn Reilly, seconded by Member R.G. Keller, that the Minutes be approved. The motion carried by the following vote:

Aye: 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller and Jennifer Wallner

Absent: 2 - Jack Wells and Heather Granger

[ID#25-02043](#) Minutes of August 27, 2025

VI. Consent Agenda

[PC25-0060](#) Minor Site Plan & Architectural Review - 1409 Poplar Dr, Central Services – A request to add a new 1,728 sq. ft. pole building to provide cover and keep bulk materials dry. The interior walls of this building will be lined with concrete bin blocks, and no utilities are proposed for this cold storage building in the M-1 Light Manufacturing District.

[PC25-0150](#) Minor Site Plan & Architectural Review - 1855 Stardust Drive, Stardust Drive, Waukesha Water Utility – A request to approve plans for the placement of a backup generator outside of the rear of the booster pump station building located in the Rs-3 Single-Family Residential district.

- [PC25-0151](#) Minor Site Plan & Architectural Review - 2454 N. Grandview Blvd., Cue Club – A request to approve plans for the placement of a patio, and the expansion of a window to a door along the south side of the building located in the B-5 Community Business District.

VII. Business Items

- [PC25-0143](#) Final Site Plan & Architectural Review - 2228 E. Moreland Blvd., International Porsche - A request to approve plans for 3,075 sq. ft. addition to the service center at the north end of the building which will accommodate five new service stalls, and relocate two charging stations to the front of the lot located in the B-5 Community Business District.

A motion was made by Mayor Shawn Reilly, seconded by Member R.G. Keller, that this item be approved with staff comments and conditions. Employee parking is to be designated with a sign and marked. The motion carried by the following vote:

Aye: 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller and Jennifer Wallner

Absent: 2 - Jack Wells and Heather Granger

- [PC25-0144](#) Final Site Plan & Architectural Review - 2141 E. Moreland Blvd., Russ Darrow Kia - A request to approve plans for 1,050 sq. ft. addition at the southeast end of the building which will accommodate a new car wash bay for the dealership located in the B-5 Community Business District.

A motion was made by Mayor Shawn Reilly, seconded by Member Joan Francoeur, that this item be approved with staff comments and conditions and that employee parking is signed. Applicant must be notified in writing that there is no parking on the grass and that grass must be restored. The motion carried by the following vote:

Aye: 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller and Jennifer Wallner

Absent: 2 - Jack Wells and Heather Granger

- [PC25-0146](#) Minor Site Plan & Architectural Review - 801 N. East Avenue - A request from AT&T to approve plans for the placement of a backup generator outside of the northeast corner of the building located in the Rm-3 Multi-Family Residential district.

A motion was made by Mayor Shawn Reilly, seconded by Ald. Elizabeth Moltzan, that this item be approved with staff comments and conditions. The north location is acceptable. Improve sound barrier, run conduit up the stairwell wall, discuss replacement of fence to the north with neighbor and replace the fence if the neighbor approves. It must be solid fence, at least to 20 feet past the perpendicular. The motion carried by the following vote:

Aye: 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller and Jennifer Wallner

Absent: 2 - Jack Wells and Heather Granger

[PC25-0147](#) Final Site Plan & Architectural Review - 1814 Dolphin Drive, Bakers Quality – A request to approve plans for the placement of a 4,886 sq. ft. addition for cold storage to be placed at the rear of the building with an enclosed connector to the main building located in the M-3 Limited Business and Industrial Park District.

A motion was made by Ald. Elizabeth Moltzan, seconded by Member Jennifer Wallner, that this item be approved. The motion carried by the following vote:

Aye: 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller and Jennifer Wallner

Absent: 2 - Jack Wells and Heather Granger

[PC25-0148](#) Minor Site Plan & Architectural Review - 375 W. Main Street - A request from Cityscape Architecture to approve plans for a façade renovation to the building located in the B-2 Central Business district.

A motion was made by Member Joan Francoeur, seconded by Member Jennifer Wallner, that this item be approved. The motion carried by the following vote:

Aye: 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller and Jennifer Wallner

Absent: 2 - Jack Wells and Heather Granger

[PC25-0149](#) Final Subdivision Plat Review - 0 Summit Ave, Winterberry Reserve Phase 1 - A request to approve plans for Phase 1 of Winterberry Reserve to include the platting of the first 39 single family lots and 3 outlots in the Rs-3 PUD Single-Family Residential with a Planned Unit Development Overlay District.

A motion was made by Member Jennifer Wallner, seconded by Mayor Shawn Reilly, that this item be approved with all City Department comments to be addressed. The motion carried by the following vote:

Aye: 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller and Jennifer Wallner

Absent: 2 - Jack Wells and Heather Granger

[PC25-0153](#) Final Site Plan & Architectural Review - 2145 E. Moreland Blvd., Boucher Cadillac - A request to approve plans for 3,429 sq. ft. of additions in total along the east and west sides of the building along with facade improvements around the exterior of the dealership located in the B-5 Community Business District.

A motion was made by Mayor Shawn Reilly, seconded by Member R.G. Keller, that this item be approved with City Department comments to be addressed. The motion carried by the following vote:

Aye: 5 - Joan Francoeur, Elizabeth Moltzan, Shawn Reilly, R.G. Keller and Jennifer Wallner

Absent: 2 - Jack Wells and Heather Granger

VIII. Director of Community Development Report

IX. Adjournment