



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

City of Waukesha Cover Sheet

Committee: Plan Commission	Meeting Date: July 23, 2025
ID Number: PC25-0122	Ordinance/Resolution Number (if applicable): Ordinance 25-_____
Name of Submitter: Jeff Fortin	Board/Council Meeting Date: PC: 7/23/2025 CC: 9/2/2025
Agenda Item Title: Review and act on a request from Momentum Early Learning and 3011 Saylesville, LLC to rezone 4.16-acre property at 3011 Saylesville Rd. (WAKC1363075) and the 0.32 acre property (WAKC1374993) to the south from I-1 Institutional District to the B-3, General Business District.	

Issue Before the Board/Council: Review and act on a request to rezone the properties at 3011 Saylesville Road (WAKC1363075) and the 0.32 acre property (WAKC1374993) to the south from I-1 Institutional District to the B-3, General Business District.
Options & Alternatives: <ul style="list-style-type: none">• Approve the rezoning request.• Deny the request and the parcel will remain zoned I-1, Institutional.
Additional Details: <p>The current owner and the potential buyer of the property at 3011 Saylesville Road and an adjacent property to the south (no address) are requesting the City rezone these properties from I-1 Institutional District to the B-3, General Business District in order to allow the potential buyers to operate a childcare center in a portion of the building but also lease a part of the building to a compatible commercial tenant.</p> <p>Also on this agenda is a land use plan amendment to change the land use map from CIV, Civic and Institutional to C, Commercial for these two parcels, which is also required in order to consider the rezoning. There will also need to be a public hearing on the Land Use Amendment and the Rezoning prior to Common Council action on these items.</p>



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What is the Strategic Plan Priority this item relates to:

People-Centered Development

What impact will this item have on the Strategic Plan Priority?

This would help stimulate economic vibrancy by allowing more commercial uses on this property, increasing value and providing the southwest side of the city additional commercial businesses in close proximity.

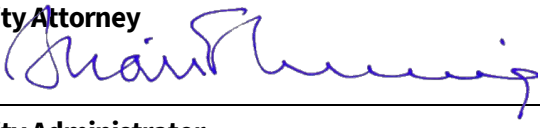
Financial Remarks:

Rezoning will not have a fiscal impact on the City.

Suggested Motion:

I move to recommend that the Common Council rezone the property at 3011 Saylesville Road (WAKC1363075) and the property at the southeaster corner of Saylesville Road and Lawrence Lane (WAKC1374993) from I-1 Institutional District to the B-3, General Business District. from I-1, Institutional to B-3, General Business.

Reviewed By:

Finance Director	Date Reviewed
City Attorney 	Date Reviewed 16 July 2025
City Administrator	Date Reviewed

3011 Saylesville Road
Location Map
Land Use Plan Amendment & Rezoning



Brandon & Jennifer Miller

Owners, Momentum Early Learning
W238N1664 Busse Rd, Waukesha, WI 53188
bmiller@momentumearlylearning.com

Date: June 23, 2025

City of Waukesha
Community Development Department
201 Delafield Street
Waukesha, WI 53188

RE: Rezoning Petition for 3011 Saylesville Road – I-1 Institutional to B-3 General Business District

To Whom It May Concern:

Please find enclosed our completed petition requesting the rezoning of the property located at 3011 Saylesville Road from I-1 Institutional to B-3 General Business District. Our intent is to purchase the building to operate a childcare center and to lease a portion of the space to compatible commercial tenants.

We will not be utilizing the entire building for our childcare operations, and the current Institutional zoning presents limitations on the types of businesses that can occupy the space. Rezoning to B-3 would allow for greater flexibility in attracting suitable tenants and help support the overall viability and long-term use of the property.

This rezoning request is an important part of our due diligence process as we evaluate the feasibility of moving forward with the purchase. While no final decision has been made, securing the appropriate zoning will play a significant role in determining whether this opportunity is the right fit. We appreciate your consideration and look forward to working collaboratively with the City throughout this process.

Sincerely,

Brandon & Jennifer Miller

Owners, Momentum Early Learning



City of Waukesha

Application for Development Review

Last Revision
Date:
January 2025

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

APPLICANT INFORMATION

Applicant Name: Brandon Miller
Applicant Company Name: Momentum Early Learning
Address: W238N1664 Busse Rd
City, State: Waukesha WI Zip: 53188
Phone: 612-940-0899
E-Mail: bmiller@momentumearlylearning.com

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

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

PROPERTY OWNER INFORMATION

Applicant Name: Jim Hoelt
Applicant Company Name: _____
Address: 3011 Saylesville Rd
City, State: Waukesha WI Zip: 53186
Phone: _____
E-Mail: _____

PROJECT & PROPERTY INFORMATION

Project Name: _____
Property Address 3011 Saylesville Rd
Tax Key Number(s): 291-1363-075-000
Zoning: Institutional
Total Acreage: 4.16 Existing Building Square Footage 28,184
Proposed Building/Addition Square Footage: _____
Current Use of Property: Childcare

PROJECT SUMMARY (Please provide a brief project description.)

Rezone Petition Attached.

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 Monday at 4:00 P.M., 30 days prior to the meeting date. The Plan Commission meets the 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: [Signature]
Applicant Name (Please Print): Brandon Miller
Date: 6/23/25

For Internal Use Only:

Amount Due (total from page 2): _____ Amount Paid: _____ Check #: _____
Trakit ID(s) _____ Date Paid: _____

City of Waukesha Application for Development Review

TYPE OF APPLICATION & FEES (CHECK ALL THAT APPLY) Please note that each application type has different submittal requirements. Detailed submittal checklists can be found in Appendix A of the Development Handbook.

FEES

☐ Plan Commission Consultation/Conceptual Review **\$390**

☐ Traffic Impact Analysis

☐ Commercial, Industrial, Institutional, and Other Non-Residential **\$480**

☐ Residential Subdivision or Multi-Family **\$480**

☐ Resubmittal (3rd and all subsequent submittals) **\$480**

ONE OF THE THREE FOLLOWING ITEMS IS REQUIRED FOR SITE PLAN & ARCHITECTURAL REVIEWS (*):

* ☐ **Preliminary Site Plan & Architectural Review**

Engineering Review Deposit \$5,000 + _____

☐ Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **\$2,240**

☐ Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **\$2,460**

☐ Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres **\$2,680**

☐ Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres **\$2,900**

☐ Resubmittal Fees (after 2 permitted reviews) **\$750**

* ☐ **Final Site Plan & Architectural Review**

Engineering Review Deposit \$5,000 + _____

☐ Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **\$1,360**

☐ Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **\$1,480**

☐ Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres **\$1,700**

☐ Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres **\$2,020**

☐ Resubmittal Fees (3rd and all subsequent submittals) **\$750**

* ☐ **Minor Site Plan & Architectural Review (total site disturbance UNDER 3,000 total square feet)**

☐ Projects that do not require site development plans **\$420**

☐ Resubmittal Fees (3rd and all subsequent submittals) **\$420**

☐ Certified Survey Map (CSM)

Engineering Review Deposit \$750 or \$2,500 (see schedule) + _____

☐ 1-3 Lots **\$690**

☐ 4 lots or more **\$750**

☐ Resubmittal (3rd and all subsequent submittals) **\$180**

☐ Extra-territorial CSM **\$450**

☐ Preliminary Subdivision Plat

Engineering Review Deposit \$7,500 + _____

☐ Up to 12 lots **\$1,335**

☐ 13 to 32 lots **\$1,530**

☐ 36 lots or more **\$1,750**

☐ Resubmittal (3rd and all subsequent submittals) **\$695**

☐ Final Subdivision Plat (Final Site Plan Review is also required.)

Engineering Review Deposit \$7,500 + _____

☐ Up to 12 lots **\$750**

☐ 13 to 32 lots **\$995**

☐ 36 lots or more **\$1,215**

☐ Resubmittal (3rd and all subsequent submittals) **\$695**

☐ Extra-territorial Plat **\$930**

☒ Rezoning and/or Land Use Plan Amendment

☒ Rezoning **\$745**

☒ Land Use Plan Amendment: **\$705**

\$1,450

☐ Conditional Use Permit

☐ Conditional Use Permit with no site plan changes **\$530**

☐ Conditional Use Permit with site plan changes **\$570** plus applicable preliminary and final site plan fees above

☐ Planned Unit Development or Developer's Agreement (Site Plan Review is also required)

☐ New Planned Unit Development or Developer's Agreement **\$2,000**

☐ Planned Unit Development or Developer's Agreement Amendment **\$960**

☐ Annexation **NO CHARGE**

☐ House/Building Move **\$150**

☐ Street or Alley Vacations **\$465**

TOTAL APPLICATION FEES:

Engineering Review Deposit Total = _____

Application Fee Total =

1,450