



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: 6/24/2026
ID Number: PC26-0059	Ordinance/Resolution Number (if applicable): N/A
Department Submitting: Community Development	Submission Date:
Conditional Use Permit – 202 Westminster Drive – Bite Me Cigars – A request for a Conditional Use Permit to allow a home based cigar distribution business to operate at 202 Westminster Drive in the Rs-3 Single Family Residential District	

Issue Before the Council: Proposal to operate a home based cigar sale business
Options & Alternatives: The Plan Commission could choose to approve the application with or without conditions, or deny it. If the application is denied, the project will not be able to go forward.
<p>Additional Details: The applicant would like to operate a cigar distribution business out of his home at 202 Westminster Drive. He will purchase cigars wholesale and have them shipped from the Dominican Republic. They will arrive in standard packages in the mail. He will store them in a humidor in the basement of the house, which has an area of between 100 and 150 square feet. Cigars will be re-labelled for individual retail sale, and sold online. The applicant will ship or deliver cigars to their buyers. No customers will be present at the home. The applicant will be the sole operator of the business, with no other employees.</p> <p>The zoning code has two categories for home based businesses. Home Occupations include home offices, piano teaching, small scale craft work entirely within the home, and other businesses which have very little potential to have a negative impact on the residential character of the neighborhood. Home Occupations are a Permitted Accessory Use and do not require any City approval.</p> <p>Home based businesses which need one or more exception from the standards for Home Occupations, or which by their nature do have some potential for negative impact, are referred to in the code as a Home Industry. They can be approved by the Plan Commission as a Conditional Use,</p>



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provided they are deemed not to be disruptive to the neighborhood.

In this case, the business meets all the requirements but one for a Home Occupation. The code states that no stock in trade may be kept or sold on the premises unless it is made there. Since the applicant will be re-packaging and re-labelling cigars, but not actually rolling them, a Conditional Use Permit is required. Staff feels that this business will have a similarly minimal impact on the neighborhood to a small scale craft business.

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 proposal is a cigar sale business in a residential neighborhood. The Plan Commission will need to balance the applicant's desire to operate a business against his neighbors' reasonable expectation to preserve the residential character of their neighborhood.

Financial Remarks: No direct financial impact to the City.

Executive Recommendation: Staff recommends approval of a Juanito Auto Repair at 400 W. Sunset Dr. with the following conditions:

- Applicant will receive a Tobacco Distribution License from the Clerk's office and any other applicable licenses

Recommended Motion: "I move to approve the proposed Conditional Use Permit for 400 W. Sunset Dr., with all staff comments to be addressed."

Reviewed By:

Reviewer #1 Name & Title	Reviewer Signature
Reviewer #1 Name & Title	Reviewer Signature



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City Administrator	Reviewer Signature
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