



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Plan Commission

Wednesday, November 19, 2025

6:00 PM

Council Chambers, City Hall

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Present 6 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, R.G. Keller, Jennifer Wallner, and Heather Granger

Absent 1 - Shawn Reilly

IV. Public Comment

V. Approval of Minutes

[ID#25-02238](#) Minutes of October 22, 2025

A motion was made by Ald. Elizabeth Moltzan, seconded by Member R.G. Keller, that the Minutes be approved. The motion carried by the following vote:

Aye: 6 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, R.G. Keller, Jennifer Wallner and Heather Granger

Absent: 1 - Shawn Reilly

[ID#25-02530](#) Minutes of October 29, 2026

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

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

Absent: 2 - Jack Wells and Shawn Reilly

VI. Consent Agenda

Consent Agenda passed by unanimous consent.

[PC25-0167](#) Minor Site Plan & Architectural Review - 1324 E. Moreland Blvd - A request to remove the balcony on the multifamily building and replace the doors used to access said balcony with new windows and siding to match. This building is in the Rm-1 Multifamily District.

[PC25-0170](#) Minor Site Plan & Architectural Review - 437 E. North Street - Request remove the stucco siding around the second story and replace with LP siding and trim on this commercial building located in the B-2 Central Business District. Charlie Griffith

[PC25-0171](#) Minor Site Plan & Architectural Review - 601 N. Grand Avenue - Request repair the foundation and replace the exterior entrance porch with a new deck and stairs on the B-4 Professional Office and Business District

VII. Business Items

[PC25-0169](#) Minor Site Plan & Architectural Review - 3011 Saylesville Road – Request from Momentum Early Learning to install a new fence to enclose the playground area at the childcare center located in the B-3 General Business district.

A motion was made by Ald. Elizabeth Moltzan, seconded by Ald. Jack Wells, that this item be approved with conditions. The motion carried by the following vote:

Aye: 6 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, R.G. Keller, Jennifer Wallner and Heather Granger

Absent: 1 - Shawn Reilly

[PC25-0173](#) Minor Site Plan & Architectural Review - 2110 E. Moreland Blvd - Request to make changes to the parking lot to add a drive thru queue lane for a Dunkin' drive thru window at the east end of the building the B-5 Community Commercial District.

Motion to approve with the following conditions: staff comments to be addressed, approves relief for retaining wall and moving it farther south, sidewalk installation, ask that explore employee parking on east side and change circulation to one way counter clockwise and cross easement recommendation for parking.

A motion was made by Member Joan Francoeur, seconded by Ald. Jack Wells, that this item be approved with conditions. The motion carried by the following vote:

Aye: 6 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, R.G. Keller, Jennifer Wallner and Heather Granger

Absent: 1 - Shawn Reilly

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

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

Aye: 6 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, R.G. Keller, Jennifer Wallner and Heather Granger

Absent: 1 - Shawn Reilly

[ID#25-02431](#) Zoning Code Update – Review of the DRAFT Design Standards, Development Standards, Access and Mobility Standards, Landscape and Natural Resource Standards, and Sign Standards – An opportunity for Commissioners, Council Members, and others in attendance to provide input on the recommendations for the Zoning Code Update.

VIII. Director of Community Development Report

IX. Adjournment