



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

## City of Waukesha Cover Sheet

<b>Committee:</b> Plan Commission	<b>Meeting Date:</b> 12/22/2025
<b>ID Number:</b> ID#25-02712	<b>Ordinance/Resolution Number (if applicable):</b> N/A
<b>Department Submitting:</b> Community Development	<b>Submission Date:</b>
<b>Agenda Item Title:</b> <b>Zoning Code Update – Review the General Provisions, the Review and Decision making Procedures, Definitions, and Non-conformities sections – An opportunity for Commissioners, Council Members, and others in attendance to provide input on the recommendations for the Zoning Code Update.</b>	

**Issue Before the Council:** Several draft sections of the proposed new zoning code for review and discussion.

**Options & Alternatives:** The Plan Commission, Council members, and anybody else in attendance who wishes to speak should provide input and ask questions. No vote should be taken at this time.

**Additional Details:** Over the course of this year, the consultants at Houseal Lavigne have drafted the proposed new zoning code and presented it to City staff and to the Plan Commission and Council. In May and June the Plan Commission reviewed the District Standards and Use Standards. In October the Plan Commission reviewed the Design, Development, Landscaping, Access, and Sign Standards. This is the final section of the code to review. It includes General Provisions, Decision-making Procedures, Definitions, and Non-conformities.

The General Provisions section of the code includes standard legal provisions and a purpose section. These sections have been updated to reflect current conditions, practices, and goals, but they should generally be consistent with similar sections in the current code.

The Non-conformities section has been updated to break out non-conformities by different types, including Nonconforming Lots, Nonconforming Structures, Nonconforming Site Elements and Nonconforming Uses. Nonconforming Signs have also been added to this



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section. Providing this additional detail should make the section more clear and more enforceable than the current nonconformities section.

The Definitions section of the code will cover all definitions which are specific to the zoning ordinance. Significant review is required to ensure that the definitions match the intent of the code. Definitions of Uses, which will regulate where businesses can locate in the City, are particularly important.

The Review and Decisionmaking Procedures section combines all of the different review processes in the current code into one section. The code lays out the duties and authorities of the Community Development Department, the Board of Zoning Appeals, the Plan Commission, and the Common Council as they relate to the zoning ordinance. Most Board decisions are intended to be consistent with the current practice. However, Site Plan and Architectural Review will be significantly different under the new code, and another category, Administrative Adjustments, has been added as well.

The intention of the code is for architectural and site plan applications which meet all of the design requirements to be approved by staff. If a development requires an exception to any of the standards, it will be reviewed by the Plan Commission. Additionally, developments adjacent to lesser zoned residential districts will be always be reviewed by the Plan Commission.

Administrative Adjustments allow exceptions to several of the design sections of the code under certain circumstances. If specific standards are met, they can be approved by staff. Some of these adjustments, particularly to parking requirements, were included in the Preliminary Recommendations Report and have been planned throughout the process. Others were added in response to staff's concerns in the initial review of the design sections of the code. Most of the adjustments will be removed and replaced with Plan Commission approvals.

This is the last major section of the code which will be reviewed prior to adoption. After this meeting, staff, including the City Attorney's Office, will complete its final reviews and revisions. Staff anticipates having a final version of the code ready to present to the Plan Commission by late January or early February.

**What is the Strategic Plan Priority this item relates to:**

**People-Centered Development**



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

These proposals will allow for more orderly development throughout the City.

**Financial Remarks:** No direct financial impact to the City.

**Executive Recommendation:** The Plan Commission should take no action on this draft at this time, but should discuss it and provide input.

**Recommended Motion:** No motions should be taken at this time.

**Reviewed By:**

<b>Reviewer #1 Name &amp; Title</b>	<b>Reviewer Signature</b>
<b>Reviewer #1 Name &amp; Title</b>	<b>Reviewer Signature</b>
<b>City Administrator</b>	<b>Reviewer Signature</b>