



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: 07/22/2026
ID Number: PC26-0071	Ordinance/Resolution Number (if applicable): N/A
Department Submitting: Community Development	Submission Date:
Conditional Use Permit – 222 W. St. Paul Ave. – a request to approve plans for exterior building and site improvements including new siding, windows, and doors along with new pavement and landscaping improvements to the site located in the B-3 General Business District	

Issue Before the Council: Redevelopment of the existing building at 222 W. St. Paul Ave.

Options & Alternatives: The Plan Commission could approve the application with or without conditions, or deny it. If the application is denied, the project will not be able to go forward.

Additional Details: 222 W. St. Paul Ave. is an office and warehouse building with a total area of approximately 16,000 square feet. The property stretches from St. Paul Ave. to North Street, near their intersection, and has driveway access to both streets. A 4,600 square foot office facing W. North St. is currently the only occupied space. The applicants would like to refurbish the remainder of the building, to lease it as office, commercial, and storage space.

The front of the building currently has a mix of aluminum and brick siding. The applicants plan to cover the brick with Nichiha composite panels and refurbish the other areas. They will also replace the windows and add a new ADA entrance ramp to what will become a retail and office space on the front side. The ramp will wrap around the front of the building and connect to the parking lot on the side. The applicants will add foundation plantings both at the base of the ramp and in a raised bed at the top. The ramp will encroach into the street yard setback for the building, but uncovered stairs and ramps are allowed to extend up to six feet beyond their buildings into setback areas.

On the west side of the building the applicants plan to add one garage door and replace several others, to allow access to the warehouse spaces. They also plan to pave the parking area, and



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remove the existing curb which directs traffic into the adjacent strip retail center. The parking area and drive will be shared with the adjacent property. The plans show eight parking spaces, with curb stops which would impede access to some of the garage entrances. The applicants had initially intended for the space with the garage doors to be used by an automotive or construction business. Now they believe the most likely tenant is a gym. The doors will be opened to provide ventilation, and treated like windows, but they will not be used for access.

The property has an existing fence which restricts access between the parking area adjacent to North Street and the parking area adjacent to St. Paul Ave. The fence was added without Plan Commission approval at some point in the past three years. The applicants would like to leave it in place. The parking area adjacent to the building will not have enough spaces for the proposed businesses, under either the existing code or the new code.

Staff recommends that the fence either be removed entirely or moved back to the northwest corner of the building, to allow for more spaces to be used for the tenant businesses. If it is moved, it will need to have an opening for pedestrian access, and it will need to include a gate to allow for vehicular access as well. If the fence extends across the property boundary it will need to be referenced in easement documentation.

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 will allow new businesses to occupy a currently vacant, blighted commercial space.

Financial Remarks: No direct financial impact to the City.

Executive Recommendation: Staff recommends approval of a Final Site Plan and Architectural Review for 222 W. St. Paul Ave. with the following conditions:

- Applicant must provide evidence of a cross access easement with the adjacent property to allow for shared use of the parking area and, if applicable, will allow the fence to cross property boundaries, prior to issuance of building permits.
- The fence must be removed or relocated prior to issuance of building permits. If it is to be relocated, the design and location must be approved by staff, and it must include an opening for pedestrian access and a gate for vehicular access.



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- All applicable permits must be approved for work on the building and property. Double fees may be charged for permits for work which has already been completed, including roof repair, and any work which has been done in a manner which is not Building Code compliant may need to be removed and re-done at the property owner's expense.
- Engineering Department and Fire Department comments will be addressed.

Recommended Motion: "I move to approve a Final Site Plan and Architectural Review for 222 W. St. Paul Ave. with all staff comments to be addressed."

Reviewed By:

Reviewer #1 Name & Title	Reviewer Signature
Reviewer #1 Name & Title	Reviewer Signature
City Administrator	Reviewer Signature