



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Plan Commission

Wednesday, June 24, 2026

6:00 PM

Council Chambers, City Hall

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

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

Absent 1 - Jack Wells

IV. Public Comment

V. Approval of Minutes

[ID#26-03722](#) Minutes of May 27, 2026

Attachments: [PC Minutes - Draft 5-27-2026](#)

[Sign In Sheet - 5-27-2026](#)

A motion was made by Member Joan Francoeur, seconded by Member Heather Granger, that the Minutes be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

VI. Consent Agenda

Consent Agenda passed by unanimous consent.

[PC26-0061](#) Minor Site Plan & Architectural Review - 815 Northview Road, Minor Site Plan & Architectural Review, 815 Northview Road, Centre Court Sports Complex – a request to approve plans to reconstruct a wood deck and railings overlooking the sand volleyball courts with a new smaller footprint deck which will require a new segment of sidewalk to connect to the existing sidewalk in the M-1 Light Manufacturing District

Attachments: [City of Waukesha Cover Sheet - 815 Northview Road](#)
[Site Plans - Center Court Sports Complex, 815 Northview Rd, 5-29-2026](#)
[GIS aerial Image - Center Court Sports Complex, 5-29-2026](#)
[Project Staff Reviews - SPAR26-00031](#)
[Project Submittal Cover Letter - Center Court Sports Complex, 815 Northview Rd, 5-29-2026](#)

[PC26-0069](#) Minor Site Plan & Architectural Review, 682 Northview Road, Hangar Unit A – a request to approve plans to remodel the existing airplane hangar and replacing four old windows and adding 10 new windows in the A-1 Airport District.

Attachments: [City of Waukesha Cover Sheet - 682 Northview Rd](#)
[Site Plans - Hangar Unit A, 682 Northview Rd, 6-9-2026](#)
[Airport Approval Notice - Hangar Unit A, 682 Northview Rd, 6-9-2026](#)
[Airport Operations Commission Meeting Minutes - Hangar Unit A, 682 Northview Rd, 6-9-2026](#)
[Project Staff Reviews - SPAR26-00037](#)
[Project Submittal Cover Letter - Hangar Unit A, 682 Northview Rd, 6-9-2026](#)

[PC26-0070](#) Certified Survey Map – WAKC1842278, east of Jills Drive, Hawks Landing – A request to approve a 3.69-acre 1 Lot CSM to combine two parcels of land east of Jills Drive and Valley Drive in the Rd-2 PUD, Residential Duplex Planned Unit Development District.

Attachments: [City of Waukesha Cover Sheet- CSM Hawks Landing east of Jills Drive](#)
[CSM - 0 E Racine Ave](#)

VII. Public Hearings

[PC26-0059](#) Conditional Use Permit - 202 Westminster Drive - Bite Me Cigars - 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.

Attachments: [City of Waukesha Cover Sheet - Bite Me Cigars](#)
[Project Staff Reviews - CU26-00006 6-18-26](#)
[Conditional Use Permit Application - Bite Me Cigars, 202 Westminster Dr. 6-24-26](#)
[Interior Photo - Bite Me Cigars, 202 Westminster Dr. 6-24-26](#)

[PC26-0060](#) Conditional Use Permit - 2211 S. West Avenue, Fast Pitch Factory – A request for a Conditional Use Permit to allow the operation of fast pitch softball training facility, to include two pitching tunnels and four batting cages in the existing building at 2211 S West Avenue located in the M-2 Manufacturing District.

Attachments: [City of Waukesha Cover Sheet - 2211 S West Ave](#)
[Site Plan - Fast Pitch Factory, 2211 S West Ave, 5-29-2026](#)
[Project Staff Reviews - CU26-00007](#)

VIII. Action on Public Hearings

[PC26-0059](#) Conditional Use Permit - 202 Westminster Drive - Bite Me Cigars - 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.

Attachments: [City of Waukesha Cover Sheet - Bite Me Cigars](#)
[Project Staff Reviews - CU26-00006 6-18-26](#)
[Conditional Use Permit Application - Bite Me Cigars, 202 Westminster Dr. 6-24-26](#)
[Interior Photo - Bite Me Cigars, 202 Westminster Dr. 6-24-26](#)

A motion was made by Alderman Elizabeth Moltzan, seconded by Member Heather Granger, that this item be approved with conditions. The motion carried by the following vote:

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

Absent: 2 - Jack Wells and Alicia Halvensleben

[PC26-0060](#) Conditional Use Permit - 2211 S. West Avenue, Fast Pitch Factory – A request for a Conditional Use Permit to allow the operation of fast pitch softball training facility, to include two pitching tunnels and four batting cages in the existing building at 2211 S West Avenue located in the M-2 Manufacturing District.

Attachments: [City of Waukesha Cover Sheet - 2211 S West Ave](#)
[Site Plan - Fast Pitch Factory, 2211 S West Ave, 5-29-2026](#)
[Project Staff Reviews - CU26-00007](#)

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

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

Absent: 1 - Jack Wells

IX. Business Items

[PC26-0067](#) Rezoning Petition from Rm-3 to Rm-3 PUD Multi-Family Residential with Planned Unit Development Overlay District, 600 Maple Avenue, Family Promise– a request to approve rezoning 0.61 acres of land at 600 Maple Avenue from Rm-3 Multi-Family Residential to Rm-3 Multi-Family Residential with a PUD to accommodate a proposed 10 unit residential building.

Attachments: [City of Waukesha Cover Sheet - Family Promise PUD rezoning](#)
[Re-Zoning Ordinance - Family Promise](#)
[Civil Architectural Drawings Family Promise 600 Maple June 2026 \(1\)](#)
[Petition for Amending The City of Waukesha's Zoning Ordinance Family Promise 600 Maple June 2026](#)
[Project Narrative Family Promise 600 Maple June 2026 \(1\)](#)
[Renderings Family Promise 600 Maple June 2026](#)

A motion was made by Alderman Elizabeth Moltzan, seconded by Mayor Alicia Halvensleben, that this item be approved with conditions. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

[PC26-0066](#) Final Site Plan & Architectural Review - 600 Maple Avenue, Family Promise– a request to approve plans for a new 10 – unit, 6,827 sq. ft. residential building located in the Rm-3 Residential District.

Attachments: [City of Waukesha Cover Sheet - Family Promise Final SPAR](#)
[Renderings Family Promise 600 Maple June 2026 \(1\)](#)
[Civil Architectural Drawings Family Promise 600 Maple June 2026](#)
[Preliminary SPAR Engineering Response Letter Family Promise 600 Maple June 2026](#)
[Project Narrative Family Promise 600 Maple June 2026](#)
[Project Staff Reviews - SPAR26-00036 6-18-26](#)
[20260618 600 Maple Ave. Family Promise MSA Review Comments](#)

A motion was made by Mayor Alicia Halvensleben, seconded by Alderman Elizabeth Moltzan, that this item be approved with conditions. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

[PC26-0062](#) Final Site Plan & Architectural Review - 445 Madison Street - Salvation Army – a request to approve plans for a new 2,100 sq. ft. addition to accommodate a new two stall garage at the south end of building along the east side of Third Street located in the I-1 Institutional District.

Attachments: [City of Waukesha Cover Sheet - Salvation Army](#)
[Project Staff Reviews - SPAR26-00034 6-18-26](#)
[20260618 SPAR26-00034-445 Madison St. Salvation Army MSA Review](#)
[Applicant Cover Letter - The Salvation Army, 445 Madison St. 6-24-26](#)
[Plans and Photos - The Salvation Army, 445 Madison St. 6-24-26](#)

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

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

Absent: 1 - Jack Wells

[PC26-0064](#) Final Site Plan & Architectural Review, 1101 W St. Paul Avenue, INNIO – a request to approve final plans for an 84,414 sq. ft. manufacturing addition at the southwest end of the existing facility located in the M-2 General Manufacturing District

Attachments: [City of Waukesha Cover Sheet - Final SPAR 1101 W St. Paul Ave., INNIO](#)
[A-210 - BUILDING ELEVATIONS](#)
[2026-05-22 Innio Project Green Civil Plans](#)
[169984 AS10-INNIO](#)
[169984 CS10-INNIO](#)
[169984 EX30 SANITARY VACATION](#)
[20260618_SPAR26-00023-Innio Expansion_MSA Review](#)
[A-021 - FLOOR PLAN - LEVEL 1 - OVERALL](#)
[A-201 - 3D REPRESENTATION](#)
[Project Staff Reviews - SPAR26-00035 6-18-26](#)
[Comment Response Letter](#)
[Innio Site Lighting](#)
[Innio Storm Sewer Report 5-20-26](#)
[INNIO SWMP - COMPLETE](#)
[lithonia-rsx1-area-led](#)
[lithonia-rsx3-area-led](#)

A motion was made by Mayor Alicia Halvensleben, seconded by Member Heather Granger, that this item be approved with conditions. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

[PC26-0065](#) Certified Survey Map – 1101 W St. Paul Avenue, INNIO – A request to approve a 1 Lot CSM to combine three parcels owned by INNIO into one 38.7775-acre lot located along the south side of W St. Paul Avenue in the M-2 General Manufacturing District.

Attachments: [City of Waukesha Cover Sheet- CSM INNIO 1101 W St Paul Avenue](#)
[Project Staff Reviews - CSM26-00008](#)
[169984 CS10-INNIO](#)
[169984 CS10-INNIO_MSA Review 6-7-2026](#)

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

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

Absent: 1 - Jack Wells

[PC26-0068](#) Consultation - 809 Philip Dr, The Gund Co.- A request to discuss potential plans for a proposed 110,000 sq. ft. addition for manufacturing and warehousing and include area for a 2 story office space and main entrance to the facility located in the M-1 Light Manufacturing District. This item is an opportunity for discussion between the developer and the Plan Commission; no formal action will be taken on the plans at this meeting.

Attachments: [City of Waukesha Cover Sheet - 809 Phillip Dr.](#)
[Site Plans and Floor Plans - The Gund Company, 809 Phillip Drive.](#)
[6-24-26](#)
[Building Plans and Elevation Drawings - The Gund Company, 809 Phillip Dr. 6-24-26](#)

[ID#26-03723](#) Review and possible action on a request by Habitat for Humanity Waukesha-Jefferson-Rock to waive impact fees for the construction of two new single family homes at 128 and 134 Caldwell Street and one new duplex at 909 Madison Street in the Tower Hill neighborhood

Attachments: [Cover Sheet & Supporting Documents- Habitat for Humanity Impact Fee Waiver](#)

A motion was made by Member Heather Granger, seconded by Member Joan Francoeur, that this item be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

[ID#26-03204](#) Zoning Code Update – Review and possible action on a proposal to replace City Ordinance Chapter 22 Zoning and Chapter 27 Signs and Outdoor Advertising, with a new, fully rewritten zoning ordinance.

Attachments: [City of Waukesha Cover Sheet - Zoning Code Update June 2 Council](#)
[Zoning Code Ordinance 2026](#)
[Waukesha PreAdoption Open House Brochure 03-02-2026](#)
[01- General Provisions - Final Draft](#)
[02 - Zoning District Standards - Final Draft](#)
[03 - Use Standards - Final Draft](#)
[04 - General Development Standards - Final Draft](#)
[05 - Building Design Standards - Final Draft](#)
[06 - Parking and Access Standards - Final Draft](#)
[07 - Landscape and Natural Resources Standards - Final Draft](#)
[09 - Sign Standards - Final Draft](#)
[10 - Nonconformities - Final Draft](#)
[11- Review and Decision-Making Procedures - Final Draft](#)
[12 - Definitions - Final Draft](#)
[Combined Document Zoning Code Update April Council Draft](#)
[Previous Zoning Code proposed maps](#)
[Proposed Zoning Map for Final Approval - 06-16-2026](#)

A motion was made by Member Joan Francoeur, seconded by Member Heather Granger, that this item be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

X. Director of Community Development Report

XI. Adjournment