



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Plan Commission

Wednesday, August 27, 2025

6:00 PM

Council Chambers, City Hall

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Present 7 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, Shawn Reilly, R.G. Keller, Jennifer Wallner, and Heather Granger

IV. Public Comment

V. Approval of Minutes

[ID#25-01701](#) Minutes of July 23, 2025

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

Aye: 7 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, Shawn Reilly, R.G. Keller, Jennifer Wallner and Heather Granger

VI. Consent Agenda

[PC25-0133](#) Minor Site Plan & Architectural Review - 2001 Golf Road, Kwik Trip - A request to approve plans for a new electric car charging station to be located north of the store on the Kwik Trip site at 2001 Golf Road.

VII. Open Public Hearing

[PC25-0136](#) Conditional Use Permit - 3725 Stillwater Court, James Guenther Cigars – A request to operate a wholesale cigar purchasing business, along with the occasional sale of cigars, at the house at 3725 Stillwater Court as a Home Industry in the Rs-3 Single Family Residential District.

[PC25-0141](#) Conditional Use Permit - 830 W. St. Paul Avenue - Café de Arts – A request to place a decoratively painted storage container behind the building at 830 W. St. Paul Avenue in the B-3 General Business District for the storage of green coffee beans.

VIII. Action on Public Hearing

[PC25-0136](#) Conditional Use Permit - 3725 Stillwater Court, James Guenther Cigars – A request to operate a wholesale cigar purchasing business, along with the occasional sale of cigars, at the house at 3725 Stillwater Court as a Home Industry in the Rs-3 Single Family Residential District.

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

Aye: 7 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, Shawn Reilly, R.G. Keller, Jennifer Wallner and Heather Granger

[PC25-0141](#) Conditional Use Permit - 830 W. St. Paul Avenue - Café de Arts – A request to place a decoratively painted storage container behind the building at 830 W. St. Paul Avenue in the B-3 General Business District for the storage of green coffee beans.

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

Aye: 7 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, Shawn Reilly, R.G. Keller, Jennifer Wallner and Heather Granger

IX. Business Items

[PC25-0140](#) Minor Site Plan & Architectural Review - 830 W. St. Paul Avenue, Café de Arts – A request to place a decoratively painted storage container behind the building at 830 W. St. Paul Avenue in the B-3 General Business District for the storage of green coffee beans.

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

Aye: 7 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, Shawn Reilly, R.G. Keller, Jennifer Wallner and Heather Granger

[PC25-0137](#) Final Site Plan & Architectural Review - 1314 S. Grand Avenue, A request from Bridge Church to approve plans for a 23,720 sq. ft addition to the church at 1314 S Grand Ave, to add worship space and gathering space to the north of the existing building in the I-1 Institutional District.

If a new utility box will be needed it should be off of Grand

A motion was made by Mayor Shawn Reilly, seconded by Member R.G. Keller, that this item be approved with conditions. The motion carried by the following vote:

Aye: 7 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, Shawn Reilly, R.G. Keller, Jennifer Wallner and Heather Granger

[PC25-0138](#)

Final Site Plan & Architectural Review - 114 S Charles Street, Carroll University Randall Health Science Buildout – A request from Carroll University to approve final site plan and architectural review for a new entry vestibule at the southwest entrance to the building, along with site improvements including a landscape buffer along Charles Street and a new solid fence along the south property line to screen the proposed parking lot on the former paved playground of Randall Elementary School.

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

Aye: 7 - Joan Francoeur, Elizabeth Moltzan, Jack Wells, Shawn Reilly, R.G. Keller, Jennifer Wallner and Heather Granger

X. Director of Community Development Report

XI. Adjournment