



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

## City of Waukesha Cover Sheet

|                                                                                                                                                                                                                                                                                                                                                            |                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Committee:</b><br>Plan Commission                                                                                                                                                                                                                                                                                                                       | <b>Meeting Date:</b><br>11/19/2025                         |
| <b>ID Number:</b> ID#25-02431                                                                                                                                                                                                                                                                                                                              | <b>Ordinance/Resolution Number (if applicable):</b><br>N/A |
| <b>Department Submitting:</b><br>Community Development                                                                                                                                                                                                                                                                                                     | <b>Submission Date:</b>                                    |
| <b>Agenda Item Title:</b><br><b>Zoning Code Update – Review the 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.</b> |                                                            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Issue Before the Council:</b> Several draft sections of the proposed new zoning code for review and discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Options &amp; Alternatives:</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Additional Details:</b> On October 29 <sup>th</sup> , The Plan Commission and members of the Council reviewed draft sections of the zoning code with City staff and consultants from Houseal Lavigne and Birchline Planning. Plan Commissioners and Council members provided input on a range of topics.<br><br>One focus of the discussion was which site plan reviews can be approved by staff without needing to be reviewed by the Plan Commission. The code provides a series of standards for building and site design. The intention is for most projects to be approved at staff level if they meet all of the standards. Any projects that need relief from the standards will be reviewed by the Plan Commission. Conditional Use Permits and any zoning or land use changes will also be reviewed by the Plan Commission.<br><br>Several Plan Commission members expressed reservations about potentially allowing large scale projects to be approved at staff level with no input from the Plan Commission or the public. Others noted that the current design review process adds significant expense and |



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

uncertainty for developers, and expressed a belief that reducing or eliminating the uncertainty will allow or induce them to put more resources into better design.

City staff and consultants have discussed several options for requiring design review on some projects, while allowing others to be approved at the staff level. Options include requiring Plan Commission site plan and architectural review for the New Development and Major Redevelopment categories, requiring it for specific types of new development or redevelopment, or several similar alternatives. Staff will provide an overview of these alternatives for discussion, along with an update on other changes to the drafts.

The final batch of code sections to review will include Administrative Procedures, Planned Development Standards, and Definitions. Staff expects to have drafts of those sections available for the Plan Commission and Council to review in December. Final submission of the whole zoning ordinance for review and approval is anticipated in late winter/early spring of 2026.

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

**People-Centered Development**

**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:**



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

|                                     |                           |
|-------------------------------------|---------------------------|
| <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> |