



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: 12/17/2025
ID Number: PC#25-0195	Ordinance/Resolution Number (if applicable):
Department Submitting: Community Development	Submission Date: 12/5/2025
Agenda Item Title: Review and possible action on the Conditional Use Permit for 1705 S Prairie Avenue	

Issue Before the Council: Review and act on the Conditional Use Permit- 1705 S Prairie Avenue, Food Pantry of Waukesha County- A request to operate a non-profit food warehouse and distribution facility at 1705 S Prairie Avenue in the M-2, General Manufacturing District.
Options & Alternatives: The Plan Commission could approve the application with or without conditions or deny it. If the application is denied the proposal will not be able to go forward
Additional Details: <p>The applicant is looking to obtain a Conditional Use Permit (CUP) to allow for a non-profit food warehouse and a distribution facility. The property is zoned M-2, General Manufacturing District. Warehousing is a permitted use in the M-2 zone, however, the applicant will need to obtain a CUP to operate the distribution facility. The food pantry is currently located at 1301 Sentry Drive, but they have outgrown the location and are looking to expand to this existing facility at 1705 S Prairie Avenue.</p> <p>The food pantry would operate Monday thru Friday from 8:30a-4:30p, Monday evening from 4:30p-8:30p, and Saturday from 8a-1p. They will have 10 employees on site and approximately 82 parking spaces for customers. There will not be any food preparation on site. Employees and volunteers will manage dry, refrigerated and frozen foods. Staff will also process donations and distribute food for clients. Client visiting hours are Monday-Friday from 1p-3p, Monday evening from 6p-8, and Saturday from 9:30a-11:30a. The business will be closed on Sundays. The food pantry is a crucial community asset for health, welfare, and neighbor support to citizens in Waukesha County.</p>



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What is the Strategic Plan Priority this item relates to:
People-Centered Development

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

Financial Remarks:
No Direct financial impact on the City

Executive Recommendation:
Staff recommends approval of the Conditional Use Permit for 1705 S Prairie Avenue with the following conditions:

- All engineering, fire department, and water utility comments to be addressed.
- The applicant must come back to the Plan Commission for a Certified Survey Map to combine the two properties to 1 Lot.

Suggested Motion:
I move to approve the Conditional Use Permit for 1705 S Prairie Avenue with staff comments to be addressed.

Reviewed By:

Finance Director	Date Reviewed
City Attorney	Date Reviewed
City Administrator	Date Reviewed