



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

City of Waukesha Cover Sheet

Committee: Common Council	Meeting Date: July 23, 2025
ID Number: PC25-0128	Ordinance/Resolution Number (if applicable):
Name of Submitter: Jeff Fortin	Board/Council Meeting Date: PC: 7/23/2025 CC: 9/2/2025
Agenda Item Title: Review and act on a request from Momentum Early Learning and 3011 Saylesville, LLC to amend the land use plan designation for the property at 3011 Saylesville Rd, (WAKC1363075), and the 0.32 acre property to the south (WAKC1374993) from the Civic and Institutional (CIV) land use category to the Commercial (C) land use category	

Issue Before the Board/Council: Review and act on an amendment to the adopted Land Use Policy Map for 3011 Saylesville Road and the unaddressed property to the south (WAKC1374993) from CIV, Civic and Institutional to C, Commercial.
Options & Alternatives: <ul style="list-style-type: none">• Amend the Land Use Plan Policy Map to designate this property as C, Commercial• Deny the request and the parcel will continue to have the CIV, Civic and Institutional District designation.
Additional Details: The current owner and the potential buyer of the property at 3011 Saylesville Road are requesting a land use plan amendment from CIV, Civic and Institutional to C, Commercial in order to allow the potential buyers to operate a childcare center in a portion of the building, but also lease a part of the building to a compatible commercial tenant. Also on the July 23, 2025 agenda is a request to rezone this property from I-1, Institutional to B-3, General Business.



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

The property was last used as the Lawrence School childcare center. That business closed in 2023. The property was originally a public school and was part of the Waukesha school district until the 1970s. In the 1980s it was converted into a residential treatment facility, which operated for several years prior to the use as a childcare center. All previous these uses fit in with the Civic/Institutional designation on the adopted land use map and the I-1, Institutional Zoning.

The CIV designation is aimed towards allowing public and private schools, colleges, and universities. City, County, and State-owned facilities; and private institutions, churches, and hospitals. The proposed C, Commercial designation would allow for a variety of retail, service, and office uses, which also would include things like the proposed commercial childcare center.

When considering a Land Use Amendment, staff considers property location and adjacent land uses (both existing and planned). The property is surrounded by residential parcels in the Village of Waukesha on north, east and west. To the south is a Waukesha Water Utility reservoir site that will remain in service and Waukesha West High School, both which are zoned I-1 Institutional. The property had been used for a commercial childcare center for several years and the potential buyers would continue that under the new land use designation (and zoning) but would also present opportunities for additional commercial uses that are compatible with the surrounding area and the parcel's location along an arterial road.

There will also need to be a public hearing on the Land Use Amendment and the Rezoning prior to Common Council action on these items.

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 would help stimulate economic vibrancy by allowing more commercial uses on this property, increasing value and providing the southwest side of the city additional commercial businesses in close proximity.

Financial Remarks:

Amending the Land Use Plan will not have a fiscal impact on the City.

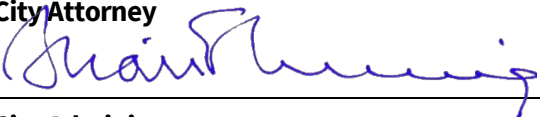
Suggested Motion:

I move to recommend that the Common Council amend the Land Use Policy Map for the property at 3011 Saylesville Road (WAKC1363075) and the unaddressed property to the south (WAKC1374993) from CIV, Civic and Institutional to C, Commercial.

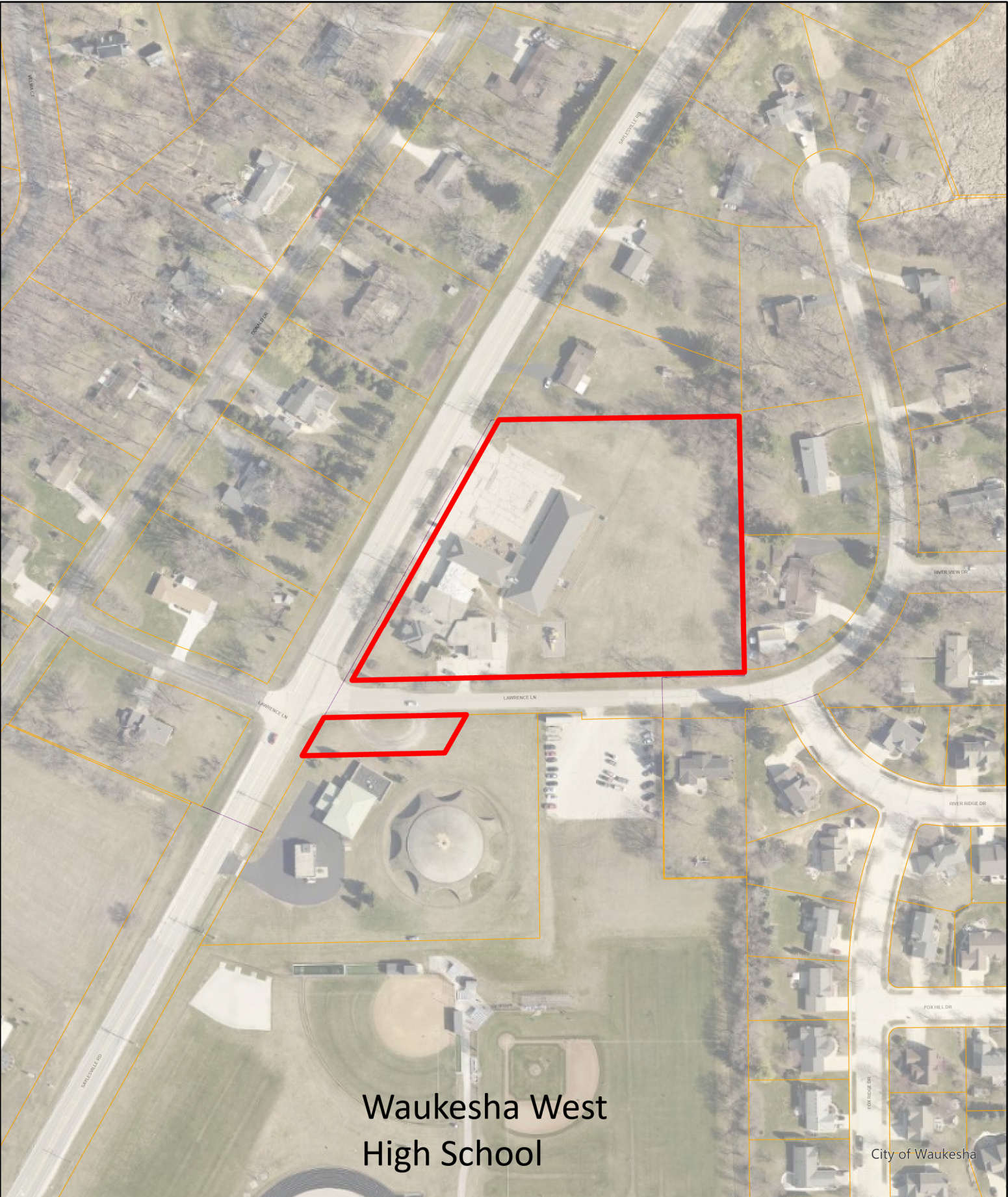


City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

Reviewed By:

Finance Director	Date Reviewed
City Attorney 	Date Reviewed 16 July 2025
City Administrator	Date Reviewed

3011 Saylesville Road
Location Map
Land Use Plan Amendment & Rezoning



Brandon & Jennifer Miller

Owners, Momentum Early Learning
W238N1664 Busse Rd, Waukesha, WI 53188
bmiller@momentumearlylearning.com

Date: June 23, 2025

City of Waukesha
Community Development Department
201 Delafield Street
Waukesha, WI 53188

RE: Rezoning Petition for 3011 Saylesville Road – I-1 Institutional to B-3 General Business District

To Whom It May Concern:

Please find enclosed our completed petition requesting the rezoning of the property located at 3011 Saylesville Road from I-1 Institutional to B-3 General Business District. Our intent is to purchase the building to operate a childcare center and to lease a portion of the space to compatible commercial tenants.

We will not be utilizing the entire building for our childcare operations, and the current Institutional zoning presents limitations on the types of businesses that can occupy the space. Rezoning to B-3 would allow for greater flexibility in attracting suitable tenants and help support the overall viability and long-term use of the property.

This rezoning request is an important part of our due diligence process as we evaluate the feasibility of moving forward with the purchase. While no final decision has been made, securing the appropriate zoning will play a significant role in determining whether this opportunity is the right fit. We appreciate your consideration and look forward to working collaboratively with the City throughout this process.

Sincerely,

Brandon & Jennifer Miller

Owners, Momentum Early Learning



City of Waukesha

Application for Development Review

Last Revision
Date:
January 2025

City of Waukesha Community Development Department - 201 Delafield Street, Waukesha, WI 53188 262-524-3750
City of Waukesha Department of Public Works Engineering Division—201 Delafield Street, Waukesha, WI 53188 262-524-3600
www.waukesha-wi.gov

APPLICANT INFORMATION

Applicant Name: Brandon Miller
Applicant Company Name: Momentum Early Learning
Address: W238N1664 Busse Rd
City, State: Waukesha WI Zip: 53188
Phone: 612-940-0899
E-Mail: bmiller@momentumearlylearning.com

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: _____
Company Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____
E-Mail: _____

PROPERTY OWNER INFORMATION

Applicant Name: Jim Hoelt
Applicant Company Name: _____
Address: 3011 Saylesville Rd
City, State: Waukesha WI Zip: 53186
Phone: _____
E-Mail: _____

PROJECT & PROPERTY INFORMATION

Project Name: _____
Property Address 3011 Saylesville Rd
Tax Key Number(s): 291-1363-075-000
Zoning: Institutional
Total Acreage: 4.16 Existing Building Square Footage 28,184
Proposed Building/Addition Square Footage: _____
Current Use of Property: Childcare

PROJECT SUMMARY (Please provide a brief project description.)

Rezone Petition Attached.

All submittals require a complete scaled set of digital plans (Adobe PDF) and shall include a project location map showing a 1/2 mile radius, a COLOR landscape plan, COLOR building elevation plans, and exterior lighting photometric maps and cut sheets. A pre-application meeting is required prior to submittal of any applications for Subdivisions, Planned Unit Developments, and Site and Architectural Plan Review. **The deadline for all applications requiring Plan Commission Reviews is Monday at 4:00 P.M, 30 days prior to the meeting date. The Plan Commission meets the Fourth Wednesday of each month.**

APPLICATION ACKNOWLEDGEMENT AND SIGNATURES

I hereby certify that I have reviewed the City of Waukesha Development Handbook, City Ordinances, Submittal Requirements and Checklists and have provided one PDF of all required information. Any missing or incomplete information may result in a delay of the review of your application. By signing this I also authorize The City of Waukesha or its agents to enter upon the property for the purpose of reviewing this application.

Applicant Signature: [Signature]
Applicant Name (Please Print): Brandon Miller
Date: 6/23/25

For Internal Use Only:

Amount Due (total from page 2): _____ Amount Paid: _____ Check #: _____
Trakit ID(s) _____ Date Paid: _____

City of Waukesha Application for Development Review

TYPE OF APPLICATION & FEES (CHECK ALL THAT APPLY) Please note that each application type has different submittal requirements. Detailed submittal checklists can be found in Appendix A of the Development Handbook.

FEES

- ☐ Plan Commission Consultation/Conceptual Review **\$390**
- ☐ Traffic Impact Analysis
- ☐ Commercial, Industrial, Institutional, and Other Non-Residential **\$480**
 - ☐ Residential Subdivision or Multi-Family **\$480**
 - ☐ Resubmittal (3rd and all subsequent submittals) **\$480**

ONE OF THE THREE FOLLOWING ITEMS IS REQUIRED FOR SITE PLAN & ARCHITECTURAL REVIEWS (*):

- * ☐ **Preliminary Site Plan & Architectural Review** Engineering Review Deposit \$5,000 + _____
- ☐ Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **\$2,240**
 - ☐ Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **\$2,460**
 - ☐ Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres **\$2,680**
 - ☐ Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres **\$2,900**
 - ☐ Resubmittal Fees (after 2 permitted reviews) **\$750**
- * ☐ **Final Site Plan & Architectural Review** Engineering Review Deposit \$5,000 + _____
- ☐ Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **\$1,360**
 - ☐ Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **\$1,480**
 - ☐ Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres **\$1,700**
 - ☐ Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres **\$2,020**
 - ☐ Resubmittal Fees (3rd and all subsequent submittals) **\$750**
- * ☐ **Minor Site Plan & Architectural Review (total site disturbance UNDER 3,000 total square feet)** _____
- ☐ Projects that do not require site development plans **\$420**
 - ☐ Resubmittal Fees (3rd and all subsequent submittals) **\$420**
- ☐ Certified Survey Map (CSM) Engineering Review Deposit \$750 or \$2,500 (see schedule) + _____
- ☐ 1-3 Lots **\$690**
 - ☐ 4 lots or more **\$750**
 - ☐ Resubmittal (3rd and all subsequent submittals) **\$180**
 - ☐ Extra-territorial CSM **\$450**
- ☐ Preliminary Subdivision Plat Engineering Review Deposit \$7,500 + _____
- ☐ Up to 12 lots **\$1,335**
 - ☐ 13 to 32 lots **\$1,530**
 - ☐ 36 lots or more **\$1,750**
 - ☐ Resubmittal (3rd and all subsequent submittals) **\$695**
- ☐ Final Subdivision Plat (Final Site Plan Review is also required.) Engineering Review Deposit \$7,500 + _____
- ☐ Up to 12 lots **\$750**
 - ☐ 13 to 32 lots **\$995**
 - ☐ 36 lots or more **\$1,215**
 - ☐ Resubmittal (3rd and all subsequent submittals) **\$695**
 - ☐ Extra-territorial Plat **\$930**
- ☒ Rezoning and/or Land Use Plan Amendment **\$1,450**
- ☒ Rezoning **\$745**
 - ☒ Land Use Plan Amendment: **\$705**
- ☐ Conditional Use Permit
- ☐ Conditional Use Permit with no site plan changes **\$530**
 - ☐ Conditional Use Permit with site plan changes **\$570** plus applicable preliminary and final site plan fees above _____
- ☐ Planned Unit Development or Developer's Agreement (Site Plan Review is also required)
- ☐ New Planned Unit Development or Developer's Agreement **\$2,000**
 - ☐ Planned Unit Development or Developer's Agreement Amendment **\$960**
- ☐ Annexation **NO CHARGE**
- ☐ House/Building Move **\$150**
- ☐ Street or Alley Vacations **\$465**

TOTAL APPLICATION FEES:

Engineering Review Deposit Total = _____

Application Fee Total =

1,450