



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

## City of Waukesha Cover Sheet

<b>Committee:</b> Plan Commission	<b>Meeting Date:</b> 12/17/2025
<b>ID Number:</b> PC#25-0188	<b>Ordinance/Resolution Number (if applicable):</b>
<b>Department Submitting:</b> Community Development	<b>Submission Date:</b> 12/5/2025
<b>Agenda Item Title:</b> Review and possible action on the Final Site Plan & Architectural Review for 1705 S Prairie Avenue	

<b>Issue Before the Council:</b> Review and act on the Final Site Plan & Architectural Review- 1705 S. Prairie Avenue, Food Pantry of Waukesha- A request to approve to the site for the operation of a non-profit food warehouse and distribution facility at 1705 S Prairie Avenue in the M-2, General Manufacturing District.
<b>Options &amp; Alternatives:</b> 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
<b>Additional Details:</b> <p>The applicant is looking operate their food warehouse and distribution center out of the existing 20,750 sq. ft. building at 1705 S. Prairie Avenue. This is zoned M-2, General Manufacturing District. They currently operate out of a 13,000 sq. ft. building at 1301 Sentry Drive, but have outgrown this facility. The proposed move offers a valuable opportunity to create a safer, more functional, and welcoming place that supports the food pantry's growth and mission.</p> <p>The applicant is looking to renovate the existing facility on S. Prairie Avenue, that will feature a welcoming guest check-in area, dedicated staff offices, and an organized client services space where volunteers can distribute food and supplies. As part of the renovation, the applicant will be adding a new entry storefront and canopy, additional windows to bring in natural light, repaired siding, and new paint. The location will also offer improvements such as an expanded parking lot to accommodate staff and clients and new lighting. New landscaping will be added around the site to enhance the grounds and soften the parking areas.</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 Final Site Plan & Architectural Review for 1705 S Prairie Avenue with the following conditions:

- All engineering, fire department, and water utility comments to be addressed.
- All signs must be applied for and permitted per City code.
- A landscape bond will be required

**Suggested Motion:**  
I move to approve the Final Site Plan & Architectural Review 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