



CITY OF WAUKESHA
DEPARTMENT OF COMMUNITY DEVELOPMENT
City Hall, 201 Delafield Street, Waukesha, WI 53188
(262) 524-3750

CONDITIONAL USE PERMIT APPLICATION

This application must accompany a Plan Commission Application along with the required fee.

The Plan Commission may not make a decision on this request if the property owner is not present at the meeting.

DATE: 11.17.2025

☒ NEW APPLICATION

☐ AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

Please describe your proposed use below in as much detail as possible. Be sure to include potential future growth, to avoid needing to come back for further approvals in the future. Some portions of the questionnaire below will not apply to all Conditional Use Permit applications. If there are relevant details which are not covered below, please attach a written narrative to explain them.

NAME OF PROJECT OR BUSINESS: Food Pantry of Waukesha County

LOCATION OF USE: 1705 S Prairie Ave

TYPE OF USE: Food Pantry

Is this a NEW use or is this use being relocated from somewhere else? Relocating

If you are relocating a use, where are you relocating it from? 1301 Sentry Drive, Waukesha

Do you operate a use in other locations? (Circle one) YES ☒ NO

If yes, please explain: _____

Will the use be occupying an existing building or will you be building a new building? EXISTING ☐ NEW ☐

Hours and days of operation: Monday-Friday 8:30-4:30, Monday 4:30-8:30, Saturday 8:00-1:00, Sunday Closed

Number of Employees: 10 employees

Number of on-site parking stalls available: 82

Length of permit requested (6 month, 1 year, 2 year, permanent): Permanent

Current zoning: M-2

Is a License required to operate this use? (Circle one) YES ☒ NO If yes, please attach a copy.

Name of licensing authority: _____

Will any hazardous materials be used? No

The following information must be attached to process the permit:

- ☒ A site map showing the location of the proposed site.
- ☒ A site plan showing the location of building(s), parking, landscaping, etc.
- ☒ A floor plan of the building showing how it will be used for the proposed use.
- ☒ If an existing building, a photo of the building.
- ☐ If new, complete development plans must be submitted per the development guidelines.
- ☒ If facade changes are proposed, plans must be submitted showing changes.
- ☒ A business plan if there is one; otherwise answer the questions on the back.

Please attach a copy of your Business Plan if you have one.

If you do not have written Business Plan or choose not to share it, please answer the following questions:

1. What business will you be in? Nonprofit, food warehouse and distribution

2. Explain your business' daily operations. Receipt, storage, and distribution of food to Waukesha County residents. There is no food preparation. Daily operations include warehouse management of dry, refrigerated, and frozen foods. Volunteers assist staff with processing donations and distributing food to clients who come during specified service hours.

3. How will business be managed on a daily basis? A governing board of directors oversees fiscal management. Daily operations are managed by employees on site during all hours of operation.

4. What are your products or services? Providing free food to Waukesha County residents in need of food assistance. Service hours for client visits are currently Monday-Friday 1:00-3:00, Monday 6:00-8:00, Saturday 9:30-11:30. Service may from time to time adjust to meet client needs, but not deviate substantially from the main operating hours.

5. Will your employees need additional parking? Site design includes parking for employees, volunteers, and clients
6. Are employees required to have any certification(s)? Warehouse employees have forklift safety certification
7. Who is the owner of the building or premises where your business will be conducted?
The FOOD Pantry Serving Waukesha County

8. If you are not owner of the building or premises where your business will be conducted, do you have a lease agreement with the owner? _____
9. Are there any insurance requirements for your business? General liability, Director & Officer, Vehicle
10. Will you have property insurance? Yes

11. Are there any noise considerations/concerns with your business operations?
No

Please Note: If approved, this permit will be issued to the applicant only and will not be transferrable. This application will become null and void if required fees and materials are not submitted at time of application. Any physical changes made to the building may require the installation of additional fire protection systems. Please contact the Fire Marshal for further discussion.