



**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: May 20, 2026

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: Bite Me Cigars Co. LLC

LOCATION OF USE: 202 Westminster Dr. Waukesha 53186 (Basement)

TYPE OF USE: Home-Based Cigar Distribution - Home Occupation

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

If you are relocating a use, where are you relocating it from? \_\_\_\_\_

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: By appointment / online 24/7

Number of Employees: 1 (owner - Albert Pangman)

Number of on-site parking stalls available: 7-8 (residential driveway + street)

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

Current zoning: R-2

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

Name of licensing authority: Wisconsin Dept. of Revenue / city of Waukesha  
Municipal clerk

Will any hazardous materials be used? NO - cigars only (no chemicals or flammables)

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? Premium handmade cigar distribution business (Bite me cigars Co, LLC). Cigars are imported from the Dominican Republic and sold online via website.
2. Explain your business' daily operations. Owner manages all orders via website (bitemecigars.com). Cigars stored in 100-150 sq ft basement humidor separate from living quarters. Shipped via UPS/Fedex or personally delivered. No walk-in customers or retail activity at the premises.
3. How will business be managed on a daily basis? Managed solely by owner Albert Pandman. All orders online. Packaging and storage in the basement cigar room.
4. What are your products or services? Premium handmade cigars sold online individually or in bulk.
5. Will your employees need additional parking? No - Sole operator
6. Are employees required to have any certification(s)? As owner I need a distributor permit, Retail license, WI Sellers Permit
7. Who is the owner of the building or premises where your business will be conducted? Rosa M Velez Pandman
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? No formal lease - family arrangement with property owner (parent)
9. Are there any insurance requirements for your business? No
10. Will you have property insurance? Yes (home owners policy)
11. Are there any noise considerations/concerns with your business operations? No noise concerns. Business is entirely online/delivery-based. No equipment, machinery, or customer foot traffic at the premises.

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.