



## COMMUNITY DEVELOPMENT

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3633

Jennifer Andrews, Director

jandrews@waukesha-wi.gov  
TELEPHONE 262-524-3750

May 13, 2026

Jennifer Andrews  
City of Waukesha Community Development Department  
201 Delafield St.  
Waukesha, WI 53188

Re: Variance for 223 S. West Ave.

Dear Property Owner(s):

This is to officially inform you that the Board of Zoning Appeals approved your request for a dimensional variance from sections 22.33(5)(b), 22.33(7)(a), and 22.33(7)(c) of the Zoning Ordinance at its meeting on May 11<sup>th</sup>, 2026. The variance allows a new lot to be created, incorporating the portion of Right of Way which has been vacated adjacent to 223 S. West Ave., with an existing building set back less than the minimum street and rear yard requirements for the B-1 zoning district.

The new property must be created by a Certified Survey Map. It will be a valid lot once the Certified Survey Map has been reviewed and approved by the Plan Commission and Common Council, and recorded with the Waukesha County Register of Deeds.

Thank you very much for your patience and cooperation with this approval process.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie Griffith".

Charlie Griffith  
Senior Planner  
Phone: 262-524-3529  
cgriffith@waukesha-wi.org