



# City of West Allis

## Meeting Minutes

### Plan Commission

7525 W. Greenfield Ave.  
West Allis, WI 53214

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Wednesday, October 25, 2017

6:02 PM

Room 128

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#### REGULAR MEETING

#### A. CALL TO ORDER

The meeting was called to order at 6:02 p.m. in Room 128

#### B. ROLL CALL

**Present** 6 - Mayor Dan Devine, Mr. Wayne Clark, Mr. Jim Lisinski, Ms. Amanda Nowak, Mr. Ronald Rieboldt, and Mr. Eric Torkelson  
**Excused** 2 - Ms. Erin Hirn, and Mr. Jon Keckeisen

#### C. APPROVAL OF MINUTES

1. [17-00129](#) September 27, 2017 Draft Minutes

Attachments: [September 27, 2017 Draft Minutes](#)

A motion was made by Mr. Lisinski, seconded by Ms. Nowak, that this matter be Approved. The motion carried unanimously.

#### D. NEW AND PREVIOUS MATTERS

- 2A. [2017-0683](#) Special Use Permit for The Peanut Butter & Jelly Deli, a proposed restaurant, to be located at 6125 W. Greenfield Ave.

Attachments: [Planning Application - Peanut Butter & Jelly Deli](#)  
[Staff Report - Peanut Butter & Jelly Deli](#)

This matter was Recommended For Approval on a Block Vote.

- 2B. [17-00130](#) Site, Landscaping and Architectural Plans for Peanut Butter & Jelly Deli, a proposed restaurant, to be located at 6125 W. Greenfield Ave., submitted by Mike Hottinger, d/b/a The Peanut Butter & Jelly Deli. (Tax Key No. 454-0062-000)

Attachments: [Staff Report - Peanut Butter & Jelly Deli](#)

*Items 2A and 2B were considered together.*

*Discussion ensued with questions being answered by staff.*

**Recommendation:** Recommend Common Council approval of the Special Use Permit for The Peanut Butter & Jelly Deli, a proposed restaurant, to be located at 6125 W. Greenfield Ave. and approval of the Site, Landscaping and Architectural Plans for Peanut Butter & Jelly Deli, a proposed restaurant, to be located at 6125 W. Greenfield Ave., submitted by Mike Hottinger, d/b/a The Peanut Butter & Jelly Deli. (Tax Key No. 454-0062-000), subject to the following conditions:

*(Items 1-2 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by the Plan Commission. Contractors applying for permits should be advised accordingly.)*

1. *A revised Site, Landscaping and Architectural Plan being submitted to the Department of Development to show the following:  
(a) complete details of the quantity and type of refuse containers.  
Contact Bart Griepentrog, Senior Planner, at (414) 302-8469 with any questions.*
2. *Common Council approval of the Special Use Permit and applicant's acknowledgement signature on the Special Use Resolution being submitted to the Clerk's Office. (A public hearing has been scheduled for November 7, 2017.)*

*(Remaining conditions of approval to be satisfied by the property owner within one year of Plan Commission approval)*

3. *Compliance with Section 2814 of the City's Policy and Procedures Manual relative to that policy as it relates to the replacement and repair to City walkways of damaged or defective (if any) abutting sidewalk.*

**This matter was Approved on a Block Vote.**

#### **Passed The Block Vote**

**A motion was made by Mr. Clark, seconded by Mr. Lisinski, to approve all the actions on the preceding items on a Block Vote. The motion carried unanimously.**

#### **3A. [2017-0674](#)**

Special Use Permit for Super Liquor & Grocery, a proposed liquor and grocery store and mixed use, to be located at 5801-5815 W. Beloit Rd. submitted by Paraminder "Goldie" Singh and Iqbal Kaur of GGI Real Estate, LLC (prospective property owner).

**Attachments:** [Application - Super Liquor](#)  
[Staff Report - Super Liquor & Grocery](#)  
[Staff Report-Super Liquor & Grocery- Amended](#)  
[GSchmutzer letter of opposition](#)

**This matter was Recommended For Approval on a Block Vote.**

#### **3B. [17-00131](#)**

Site, Landscaping and Architectural for Super Liquor & Grocery, a proposed liquor and grocery store and mixed use, to be located at 5801-5815 W. Beloit Rd. submitted by Paraminder "Goldie" Singh and Iqbal Kaur of GGI Real Estate, LLC, prospective property owner (Tax Key No. 455-0098-000).

**Attachments:** [Staff Report - Super Liquor & Grocery](#)

*Items 3A and 3B were considered together.*

*Discussion ensued with questions being answered by staff.*

*Wayne Clark inquired if the applicant is ok with the traffic flow recommendation suggested by staff.*

*Steve Sharpe confirmed the applicant is on board with the changes proposed.*

*A suggestion was made to modify item 1(c) to state "exiting onto W. Beloit Rd".*

***Recommendation:*** *Recommend Common Council approval of the Special Use Permit for Super Liquor & Grocery, a proposed liquor and grocery store and mixed use, to be located at 5801-5815 W. Beloit Rd. and approval of the Site, Landscaping and Architectural for Super Liquor & Grocery, a proposed liquor and grocery store and mixed use, to be located at 5801-5815 W. Beloit Rd. submitted by Paraminder "Goldie" Singh and Iqbal Kaur of GGI Real Estate, LLC, prospective property owner (Tax Key No. 455-0098-000), subject to the following conditions:*

*(Items 1 through 5 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by Plan Commission. Contractors applying for permits should be advised accordingly.)*

- 1. Revised Site, Landscaping, Screening and Architectural Plans being submitted to and approved by the Department of Development to show the following: (a) construction schedule being provided to indicate scope and completion of all work proposed; (b) indicate the location of west property line relative to location of existing residential home; (c) ~~provide an option~~ to flip parking orientation to face building, **exiting onto W. Beloit Rd.**, with additional greenspace/screening being added along the west side of the parking lot; (d) along the east side of the building remove concrete paving between walk and building, remove remnant step, install perennial landscaping along the east building foundation; (e) delineate ground cover (mulch and/or grass) within proposed greenspace areas; (e) show the location of a 4-sided screened refuse enclosure and large enough to accommodate tenant dumpsters and containers. Wood board on board and/or masonry to match the building is recommended; (f) maintain existing lannon stone on the corner of the building, or as an alternate consider larger windows and brick infill; (g) window sills being added/specified on plan under new window areas. Confirm window transparency on plans. (h) confirm style/spec and color of exterior material details on plans including window framing, trim, brick, doors, awnings; (i) any new lighting on the exterior of the building needs to be indicated on plan. Contact Steve Schaer at 414-302-8460 with further questions.*

2. *An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Steven Schaer, City Planner at 414-302-8460.*
3. *A surety bond or other form of security as required under Sec. 12.13(14) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8460.*
4. *Confirmation of a minor grant of privilege for the installation of awnings over the city right-of-way.*
5. *Common Council approval of the Special Use Permit and applicant's acknowledgement signature on the Special Use Resolution being submitted to the Clerk's Office. (A public hearing has not yet been scheduled)*

*(Remaining conditions of approval to be satisfied by the property owner within one year of Plan Commission approval)*

6. *Sign permits being applied for in accordance with the signage ordinance.*
7. *Compliance with Section 2814 of the City's Policy and Procedures Manual relative to that policy as it relates to the replacement and repair to City walkways of damaged or defective (if any) abutting sidewalk.*

**This matter was Approved on a Block Vote.**

#### **Passed The Block Vote**

**A motion was made by Mr. Clark, seconded by Mr. Torkelson, to approve all the actions on the preceding items on a Block Vote. The motion carried unanimously.**

4. [17-00132](#) Site, Landscaping and Architectural Plans for Hillside Properties, proposing site and building changes toward converting the existing vacant building to a multi-tenant commercial use on property located at 10205 W. Greenfield Ave. (Tax Key No. 449-9996-003)

**Attachments:** [Staff Report - Hillside Properties](#)  
[Staff Report -Hillside Properties- Amended](#)

*Discussion ensued with questions being answered by staff.*

*A motion was made by Jim Lisinski and seconded by Wayne Clark to remove item 1(b) and to accept the remaining staff recommendations.*

*(Items 1 through 4 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by Plan Commission. Contractors applying for permits should be advised accordingly.)*

1. *Revised Site, Landscaping, Screening and Architectural Plans being submitted to and approved by the Department of Development to show the following: (a) construction schedule being provided to indicate scope and timing of completion of improvements; ~~(b) install landscaping (arborvitae and perennials) with the 6-ft area on the west side of the building;~~ (c) additional landscaping extended around the parking lot areas to buffer adjacent residential; (d) commercial vehicle parking (if proposed) being noted on plan; (e) delineate the ground surface material within planting areas; (f) material and color details being provided; (g) any exterior lighting being noted on plans. Contact Steve Schaer at 414-302-8460 with further questions.*
2. *A certified survey map being submitted to the Department of Development for Common Council consideration/approval.*
3. *An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Steven Schaer, City Planner at 414-302-8460.*
4. *A surety bond or other form of security as required under Sec. 12.13(14) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8460.*

*(Remaining conditions of approval to be satisfied by the property owner within one year of Plan Commission approval)*

5. *Sign permits being applied for in accordance with the signage ordinance.*
6. *Compliance with Section 2814 of the City's Policy and Procedures Manual relative to that policy as it relates to the replacement and repair to City walkways of damaged or defective (if any) abutting sidewalk.*

**This matter was Approved as Amended**

5. [17-00133](#)

Architectural Plan Amendment for the installation of awnings at the Six Points East Condos, an existing mixed-used commercial and residential building located at 6330 W. Greenfield Ave., submitted by Alicia Hurst, d/b/a Six Points East LLC. (Tax Key No. 439-0400-001)

Attachments: [Staff Report - Six Points Awnings](#)

*Mayor Devine asked the applicant for their opinion on the continued commercial vacancies, and the applicant indicated that not being on a corner within a "highway corridor" is a difficult retail location to rent out in West Allis.*

*Jim Lisinski noted that the unfinished look of the building probably didn't help, and thought that installing the awnings and canopies would show good progress.*

*The applicant further offered that the door locations were planned poorly on the commercial space, and may ultimately need to be modified, which is why they are hesitant to install any metal canopies at those locations. They did agree, in theory, to install canvas awnings over window openings and metal canopies over entries B, R and J.*

*Staff agreed to work with the applicant on acceptable treatments for the remaining areas, and bring that back to Plan Commission when ready.*

*A motion was made by Jim Lisinski and seconded by Wayne Clark to table this item, to allow the applicant to work out details of the proposal that meet the architectural guidelines.*

**A motion was made by Mr. Lisinski, seconded by Mr. Clark, that this matter be Held. The motion carried unanimously.**

6. [17-00134](#) Site, Landscaping and Architectural Plans for the residential conversion of an existing commercial office space within the mixed-use building located at 1468 S. 72 St., submitted by Doug Annesley. (Tax Key No. 453-0074-000)

Attachments: [Staff Report - Annesley Apts](#)

*A motion was made by Wayne Clark and seconded by Jim Lisinski to accept the staff recommendations.*

**Recommendation:** *Recommend approval of the Site, Landscaping and Architectural Plans for the residential conversion of an existing commercial office space within the mixed-use building located at 1468 S. 72 St., submitted by Doug Annesley. (Tax Key No. 453-0074-000), subject to the following conditions:*

*(Items 1 through 4 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by Plan Commission. Contractors applying for permits should be advised accordingly.)*

1. *Revised Site, Landscaping, Screening and Architectural Plans being*

*submitted to and approved by the Department of Development to show the following: (a) construction schedule being provided to indicate scope and timing of completion of improvements; (b) reduce the existing driveway opening along W. Orchard St. from 50-ft to 30-ft and extend the grass terrace area; (c) add a small landscaping area between the proposed dumpster enclosure and the sidewalk. Re-orientate the dumpster enclosure gates accordingly; (d) update parking configuration to provide at least 7 parking stalls, one of which should be an ADA/accessible stall; (e) boat storage not permitted on site; (f) any exterior lighting being noted on plans. Contact Steve Schaer at 414-302-8460 with further questions.*

2. *An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Steven Schaer, City Planner at 414-302-8460.*
3. *A surety bond or other form of security as required under Sec. 12.13(14) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8460.*
4. *Driveway permit being granted by the City Engineering Department for modifications (reducing width) to existing driveway along W. Orchard St.*

*(Remaining conditions of approval to be satisfied by the property owner within one year of Plan Commission approval)*

5. *Compliance with Section 2814 of the City's Policy and Procedures Manual relative to that policy as it relates to the replacement and repair to City walkways of damaged or defective (if any) abutting sidewalk.*

**This matter was Approved**

7. [O-2017-0050](#) Ordinance to amend Section 12.06, 12.40, 12.41, and 12.42 of the Revised Municipal Code relative to defining and permitting art galleries and other places of assembly in Commercial Districts.

**Sponsors:** Ald. Czaplewski and Ald. Vitale

**Attachments:** [Staff Report - Ordinance Art Gallery](#)

[O-2017-0050 signed](#)

[AFFIDAVIT OF PUBLICATIONS - Notice of Public Hearing Art Galleries](#)

*A motion was made by Wayne Clark and seconded by Jim Lisinski to accept the staff recommendations.*

***Recommendation:** Recommend Common Council approval of an Ordinance to amend Sections 12.06, 12.40, 12.41 and 12.42 of the Revised Municipal Code relative to defining and permitting art galleries and other places of assembly in Commercial Districts.*

**A motion was made by Mr. Clark, seconded by Mr. Lisinski, that this matter be Recommended for Passage. The motion carried unanimously.**

- 8. [17-00136](#) Selection of date for joint Nov/Dec Plan Commission meeting – suggestions . . . (or doodle poll)

*Discussion ensued with December 6, 2017 being decided as the next meeting date.*

**E. ADJOURNMENT**

A motion was made by Wayne Clark and seconded by Jim Lisinski to adjourn the Plan Commission meeting at 7:50 p.m. The motion carried unanimously.