



City of West Allis

Meeting Agenda

Plan Commission

7525 W. Greenfield Ave.
West Allis, WI 53214

Wednesday, August 26, 2020

6:00 PM

City Hall - Virtual
7525 W. Greenfield Ave.

REGULAR MEETING

*To reduce health risks associated with the COVID-19 virus, we are encouraging the Public to monitor the Plan Commission meeting remotely using the following Live Stream option:
<https://www.youtube.com/user/westalliscitychannel/live>*

Plan Commissioners and Applicants will receive further instructions on accessing a virtual Zoom meeting to organize a quorum and to participate in the meeting's agenda items.

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

D. NEW AND PREVIOUS MATTERS

1. [20-0371](#) July 22, 2020 Draft Minutes

Attachments: [July 22, 2020 Draft Minutes](#)

- 2A. [20-0378](#) Special Use Permit for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave.

Attachments: [Festival Foods - 11111 W Greenfield Ave \(SUP/SLA\)](#)

- 2B. [20-0379](#) Site, Landscaping and Architectural Plans for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave., submitted by Aaron Aspenson on behalf of Festival Foods. (Tax Key No. 448-9993-0006 and 448-9993-009)

Attachments: [Festival Foods - 11111 W Greenfield Ave \(SUP/SLA\)](#)

3. [20-0380](#) Ordinance to amend section 12.42(2) of the West Allis Municipal Code to allow "Training, counseling or workforce development facilities operated by a not-for-profit social service organization, for the purpose of enabling job and career opportunities to persons with sensory or physical disabilities," within the Community Commercial District as a special use. Submitted by James Kerlin of Wiscraft, Inc., d/b/a Beyond Vision (Tax Key No. 449-9981-019).

Attachments: [Beyond Vision Recommendation - 1540 S 108 St \(ORD\)](#)

4. [20-0381](#) Master Signage plan for Beyond Vision located at 1540 S. 108 St. submitted by James Kerlin (Tax Key No. 449-9981-019)
Attachments: [Beyond Vision - 1540 S 108 St - Master Signage](#)
- 5A. [20-0382](#) Special Use Permit for B&E Kitchen, a proposed shared kitchen and event space, to be located at 5901 W. Beloit Rd.
Attachments: [B&E Kitchen - 5901 W. Beloit Rd \(SUP/SLA\)](#)
- 5B. [20-0383](#) Site, Landscaping and Architectural Plans for B & E Kitchen, a proposed shared kitchen and event space, to be located at 5901 W. Beloit Rd., submitted by Carlos Beltran
Attachments: [B&E Kitchen - 5901 W. Beloit Rd \(SUP/SLA\)](#)
- 6A. [20-0384](#) Special Use Permit for West Allis Masonic Lodge, a proposed place of assembly, to be located at 11037 W. Oklahoma Ave.
Attachments: [West Allis Masonic Lodge - 11037 W. Oklahoma Ave \(SUP/SLA\)](#)
- 6B. [20-0385](#) Site, Landscaping and Architectural Plans for a proposed place of assembly, to be located at 11037 W. Oklahoma Ave., submitted by David Secor (Tax Key No. 523-9986-004)
Attachments: [West Allis Masonic Lodge - 11037 W. Oklahoma Ave \(SUP/SLA\)](#)
7. [20-0386](#) Site, Landscaping and Architectural Plans for Curative Care Network, a proposed cold storage building, to be located at 1647 S. 101 St., submitted by Candace Hennessy (Tax Key No. 449-9999-010)
Attachments: [Curative - 1647 S. 101 St \(SLA\)](#)
8. [20-0387](#) Site and Landscaping plan for the proposed reconstruction of the existing We Energies Bluemound Training Center parking lot on property located at 306-330 S. 116 St. submitted by Greg Calhoun of Ruckert & Mielke and Ryan Lee of We Energies (Tax Key No. 414-9993-002)
Attachments: [We Energies - 306 S 116 St \(SLA\)](#)
9. [20-0388](#) Site and Landscaping plan for the proposed reconstruction of the existing Nathan Hale Parking lot on property located at 11601 W. Lincoln Ave. submitted by Steve Eichman, West Allis West Milwaukee School District (Tax Key No. 483-9999-002)
Attachments: [Nathan Hale - 11606 W Lincoln Ave \(SLA\)](#)
10. [20-0389](#) Site and Landscaping plan for proposed business relocation and site changes to the property located at 2222 S. 114 St. submitted by Terry Bartmann of Roman Electric. (Tax Key No. 481-9991-013)
Attachments: [Roman Electric - 2222 S 114 St \(SLA\)](#)

E. ADJOURNMENT



All meetings of the Plan Commission are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

NOTICE OF POSSIBLE QUOROM

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

NON-DISCRIMINATION STATEMENT

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

AMERICANS WITH DISABILITIES ACT NOTICE

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

LIMITED ENGLISH PROFICIENCY STATEMENT

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.



City of West Allis

Meeting Minutes

Plan Commission

7525 W. Greenfield Ave.
West Allis, WI 53214

Wednesday, July 22, 2020

6:21 PM

City Hall - Virtual
7525 W. Greenfield Ave.

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

The meeting was called to order at 6:21p.m., as technical issues with connecting to the City YouTube channel persisted.

B. ROLL CALL

Present 7 - Wayne Clark, Kathleen Dagenhardt, Brian Frank, Jon Keckeisen, Amanda Nowak, David Raschka, and Rossi Manka
Excused 2 - Eric Torkelson, and Ben Holt

Staff

Steve Schaer, AICP, Manager of Planning and Zoning
Tony Giron, Planner, Katie Bennett, Lead Planner

C. APPROVAL OF MINUTES

1. [20-0305](#) June 24, 2020 Draft Minutes

Attachments: [June 24, 2020 Draft Minutes](#)

A motion was made by Frank, seconded by Manka, that this matter be Approved. The motion carried unanimously.

D. NEW AND PREVIOUS MATTERS

- 2A. [20-0306](#) Special Use Permit for Endless Motorsports, LLC, a proposed indoor vehicle sales use and accessory shop, to be located within the existing multi-tenant commercial property located at 2200 S. 108 St. submitted by AJ Konkel, proprietor Endless Motorsport, LLC (Tax Key No. 480-2001-000)

Attachments: [Endless Motorsports-2200 S 108 \(SUP-SLA\)](#)

This matter was Approved on a Block Vote.

- 2B. [20-0307](#) Site, Landscaping and Architectural Plans for Endless Motorsports, LLC, a proposed indoor vehicle sales use and accessory shop, to be located within the existing multi-tenant commercial property located at 2200 S. 108 St.

Attachments: [Endless Motorsports-2200 S 108 \(SUP-SLA\)](#)

Items 2A & 2B were considered together.

Discussion ensued with questions being answered by staff.

Recommendation: *Recommend Common Council approval of the Application for a Special Use Permit for Endless Motorsports, a proposed indoor vehicle sales use and*

accessory shop, to be located at 2200 S. 108 St., and approval of the Site, Landscape and Architectural Plans for Endless Motorsports, a proposed indoor vehicle sales use and accessory shop, to be located at 2200 S. 108 St. submitted by AJ Konkell. (Tax Key No. 480-2001-000), 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. The following information being provided within a project description: (a) exterior improvements - If the applicant will install double doors to accommodate their vehicles, submit architectural elevations of the proposed changes; (b) frequency of deliveries and location for drop off and/or pick-up of vehicles and accessories; (c) letter of intent to keep the alley open/unblocked.
2. If site changes are planned, an estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Tony Giron, Planner at 414-302-8469.
3. If site changes are planned, 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 landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. Contact Tony Giron, Planner at 414-302-8469.
4. Common Council approval of the Special Use Permit (scheduled for August 4, 2020) and applicant's acknowledgement signature on the Special Use Resolution being submitted to the Clerk's Office.

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

5. Signage plan being provided for staff review and approval.

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 Frank, seconded by Manka, to approve all the actions on item nos. 2A & 2B on a Block Vote. The motion carried unanimously.

3A. [20-0308](#)

Site, Landscaping and Architectural Plans for proposed new construction of an office building on property located in the 7000 Block W. National Ave. and the 1500 Block S. 71 St. submitted by Max Meinerz of GG 003 LLC (Tax Key Nos. 453-0272-001 | 453-0270-001)

Attachments: [Meinerz Building \(SLA-VAC\)](#)

This matter was Approved on a Block Vote.

- 3B.** [20-0309](#) Vacation and discontinuance of a portion of public alley way between S. 71 and S. 70 St. north of W. National Ave., submitted by Max Meinerz of GG 003 LLC

Attachments: [Meinerz Building \(SLA-VAC\)](#)

Items 3A & 3B were considered together.

Discussion ensued with questions being answered by staff.

David Raschka abstains for items 3A & 3B.

Recommendation Approval of the Site, Landscaping and Architectural plan for proposed new construction of an office building on property located in the 7000 Block W. National Ave. and the 1500 Block S. 71 St. and Common Council approval of the vacation and discontinuance of a portion of public alley way between S. 71 and S. 70 St. north of W. National Ave. submitted by MaxMeinerz, of GG 003 LLC (Tax key No. 453-0272-001 and 453-0270-001), subject to the following conditions:

(Items 1 through 6 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by Plan Commission. Item 6 being satisfied prior to commencing work on any alley right-of-way work. Contractors applying for permits should be advised accordingly)

1. Revised Site, Landscaping, and Architectural Plans being submitted to the Department of Development to show the following: (a) confirmation of window transparency being noted on plan, transparent glass being maximized on the new building; (b) additional window openings and brick being shown on a revised east elevation; (c) incorporate street side landscaping areas. City Forester approval of the landscaping species and number; (d) cross access considerations being delineated on the plan between parking areas and alley right of way areas; (e) overhead utility considerations being noted on plan; (f) exterior material and color samples being identified on plan; (g) include a right turn only sign at the intersection of the alley (east leg) with S. 70 St. for traffic safety; (h) bicycle racks being provided on site (behind and in front of the building). Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8466.
2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Steven Schaer, Manager of Planning and Zoning at 414302-8466.
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 414-302-8466.
4. Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Building Inspections and Neighborhood Services Department by a registered Civil Engineer. A stormwater permit must be obtained from the City. Contact Mike Romans, Plumbing Inspector at 414-302-8413.
5. Driveway permits being applied for through the City Engineering Department.

Contact Greg Bartelme at (414) 302-8367.

6. Grant of privilege for any encroaching elements into City right-of-way. Contact Margaret Jutz (414) 302-8445 for application information and materials.
7. Board of Appeals consideration for parking deficiency of 5 spaces.
8. Common Council approval of the alley vacation (expected Common Council hearing September 1 or 15, 2020).

(Remaining conditions of approval to be satisfied by the property owner within one year of Plan Commission approval)
9. A certified survey map being submitted to the Department of Development for approval within 60 days of recording the alley vacation.
10. Signage plan being provided for staff review and approval.
11. Lighting plan being submitted to the Department of Development for review and approval, to include, lighting locations, cut sheets of fixtures as well as photometric plans.
- 12.. 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 Frank, seconded by Keckeisen, to approve all the actions on item nos. 3A & 3B on a Block Vote. The motion carried by the following vote:

Aye: 6 - Clark, Dagenhardt, Frank, Keckeisen, Nowak, and Manka

No: 0

Abstain: 1 - Raschka

4. [20-0310](#) Site, Landscaping and Architectural Plans for Hickorybridge Construction, a proposed construction office, to be located at 6501 W. Lincoln Ave., submitted by Eric Stelske (Tax Key No. 490-0250-000)

Attachments: [Hickorybridge - 6501 W. Lincoln Ave \(SLA\)](#)

Discussion ensued with questions being answered by staff.

Recommendation: Approval of the Site, Landscaping and Architectural Plans for Hickorybridge Construction, a proposed construction office, to be located at 6501 W. Lincoln Ave., submitted by Eric Stelske (Tax Key No. 490-0250-000).

(Item 1 is 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. Revised Site, Landscaping, Screening and Architectural Plans being

submitted to and approved by the Department of Development to show the following: (a) details of the ramp and guard rail that meet code. Contact Tony Giron, Planner at (414) 302-8469 with further questions.

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

2. *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.*

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

5. [20-0311](#) Signage Plan Appeal for Carrie's Crispies located at 7133 W. Becher St., submitted by Brian Cieslak of Carries Crispies. (Tax Key No. 453-1057-000)

Attachments: [Carrie's Crispies - Signage Plan Appeal](#)

Discussion ensued with questions being answered by staff.

Recommendation: *Recommend approval of the Signage Plan Appeal for Carrie's Crispies located at 7133 W. Becher St. submitted by Brian Cieslak of Carrie's Crispies. (Tax Key No. 453-1057-000)*

A motion was made by Frank, seconded by Dagenhardt, that this matter be Approved. The motion carried unanimously.

6. [20-0312](#) Amendment to the official West Allis Zoning Map by rezoning property located at 1540 S. 108 St. from C-3, Community Commercial to M-1, Manufacturing District submitted by Jim Kerlin of Wiscraft, Inc. d/b/a Beyond Vision (Tax Key No. 449-9981-019)

Attachments: [1540 S. 108 St. - Beyond Vision \(Rezone\)](#)

This matter was Held at the request of the applicant.

7. [20-0313](#) Ordinance to convert taverns, cocktail lounges, and alcohol sales from special uses to permitted uses creating section 9.025 and amending sections 12.40, 12.41, and 12.43

Attachments: [Permitted Uses Taverns - \(ORD\)](#)

Discussion ensued with questions being answered by staff

Recommendation: *Common Council approval of the Ordinance to convert taverns, cocktail lounges, and alcohol Sales from special uses to permitted uses creating section 9.025 and amending sections 12.40, 12.41, and 12.43 (Public hearing scheduled for August 4, 2020)*

A motion was made by Frank, seconded by Dagenhardt, that this matter be Approved. The motion carried unanimously.

- 8. [20-0314](#) Signage Plan Appeal for Pathways Counseling, an existing medical clinic, located at 11121 W. Oklahoma Ave., submitted by Ramona Marena of Lemberg Electric (Tax Key No. 523-0168-000)

Attachments: [Pathways Counseling - Signage Plan Appeal](#)

Discussion ensued with questions being answered by staff.

Recommendation: *Approval of the signage plan appeal for Pathways Counseling, an existing medical clinic, located at 11121 W. Oklahoma Ave. submitted by Ramona Marena of Lemberg Electric (Tax Key No. 523-0168-000).*

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

E. ADJOURNMENT

There being no other business, a motion was made by Kathleen Dagenhardt and seconded by Jon Keckeisen to adjourn the Plan Commission meeting at 6:59 p.m.



All meetings of the {bdName} are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

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**STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, August 26, 2020
6:00 PM**

- 2A. Special Use Permit for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave.**

- 2B. Site, Landscaping and Architectural Plans for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave., submitted by Aaron Aspenson on behalf of Festival Foods. (Tax Key No. 448-9993-0006 and 448-9993-009)**

Overview & Zoning

Festival Foods has applied for a Special Use Permit and a Site, Landscaping and Architectural Plan review for a proposed Large Retail Development grocery store, to be located at 11111 W. Greenfield Ave. The property is currently zoned C-3 Community Commercial District, with a PDD overlay. Under the City's Zoning Code, facilities 50,000 square feet or larger are considered Large Retail Developments, which require a Special Use Permit. A Public Hearing regarding the Special Use Permit application is scheduled for September 1st.



Festival Foods, which originated in Onalaska in 1946, owns and operates 32 stores in Wisconsin. Here in West Allis, Festival Foods is proposing to revitalize the 73,000 sq. ft. facility that was once home to a Pick 'n Save. In addition to a comprehensive façade update, Festival Foods is also proposing improvements to the secondary tenant space, parking lot, lighting, and the site's landscaping.



Festival Foods will offer natural and organic foods, fresh sushi, healthy-choices salad and hot food bar, deli, bakery, meat and seafood selections, a variety of take-home meal options, and catering services. A wine and spirits section of the store will have a separate entrance (along with common access), and will include staffed check-out lanes.

Festival Foods is also proposing several unique community-oriented services and amenities.

A proposed “brat barn” space would be made available, free of charge, to local community groups to grill and sell food for fundraising purposes. At most Festival Food locations, the brat barn is operated by local groups every Saturday and Sunday, from April through October. Discounted and complimentary products are typically made available to community groups, as well.

In addition to the brat barn, a community conference room and a Hometown Café are proposed. Local organizations would be able to reserve the community conference room free of charge. The Hometown Café is part of the American Heroes Café Program, where area veterans and community members are invited to gather to share a meal.

Festival Foods is proposing two seasonal merchandise events in the parking lot, a Mother’s Day Plant Blowout in May and a Pumpkin Blowout in October. Additionally, Click ‘n Go online ordering with store pick-up (and possibly a delivery option) is proposed.

Festival Foods anticipates the job creation of 175 part-time positions and 75 full-time positions at the West Allis store. Hiring of employees is expected to begin approximately 6 months prior to the store opening. Proposed store hours are 5am to midnight, 364 days a year (closed on Christmas Day), with more limited hours in the wine and spirits section.

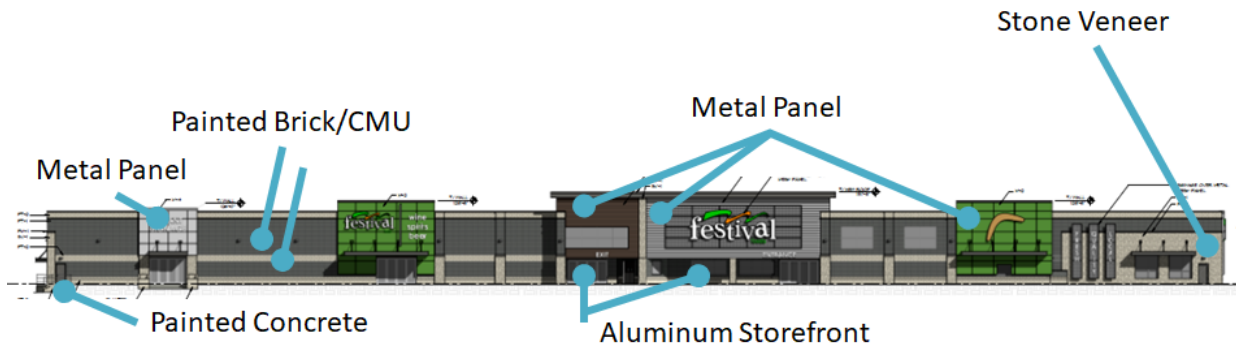
Architectural Plans

Festival Foods is proposing a full façade rehabilitation, which includes a mix of high-quality and modern looking materials, such as stone, brick, and metal paneling. The Festival Foods team has been working with staff to bring forth a strong proposal and staff has been impressed by their efforts and responsiveness. Staff believes these updates will serve to effectively transform the space and bring a renewed energy to this section of Greenfield Ave.



Staff does have several architectural recommendations, which primarily revolve around the inclusion of additional transparency on both the first and second levels of the proposed Festival Foods building.

Starting with the east elevation, which faces the parking lot and serves as the front/main entrance, significant improvements are proposed. Existing brick will be painted, more modern awnings, windows, and lighting are to be added, a mix of high-quality materials will be incorporated with the façade, and the secondary tenant space entrance will be completely redesigned. Combined, these improvements will greatly improve the overall design aesthetic, create a greater sense interest, and add a pop of color to the building.



However, staff would like to work with the applicant to incorporate additional windows on the east elevation. Given the proposed location of the building's restrooms, staff is recommending second story windows be added to mid-section of the east elevation. The Festival Foods team has agreed that this would add balance to the building and will amend plans accordingly.



Additionally, to create more continuity and to bring a greater sense of connection to the second tenant space on site, staff recommends the inclusion of ground floor windows towards the south end. Internally, this area of the store is proposed to be used for Click 'n Go services, which may necessitate the use of internal shades. The applicant is concerned about the conflict with internal functions and staff would like to continue to work with the applicant to determine the best solution to allow for windows here.



Shifting to the north elevation, which will act as the side of the building and which faces Greenfield Ave., staff is generally pleased with the proposed design. The proposal includes a mix of materials (to break up what would otherwise be a blank wall), new awnings, and a new refuse enclosure to match building materials. Staff's only recommendation for the north elevation is, again, the inclusion of more windows, one in the café area and the other on the green paneled portion the building.

Due to the location of utilities, it is not possible to have a full window on the lower portion of the building's north elevation, as shown in the Hales Corners example below. However, the Festival Foods team has indicated that they will look into the possibility of

adding a more narrow window in this location, which may go well rhythmically with the narrow metal panels and stone veneer columns along this elevation. Staff would like the opportunity to continue exploring possible options with the applicant. Staff does recommend the inclusion of windows on the second story of the green paneled area, in order to further enhance the portion of the building facing Greenfield Ave.



The remaining elevations, the west and the south, are intended to be more back-of-house/loading areas, and will receive a more minimal facelift. Improvements here include painting existing brick and concrete, adding stone veneer to the corner features, and adding a new awning over the entrance on the south elevation.

West Elevation



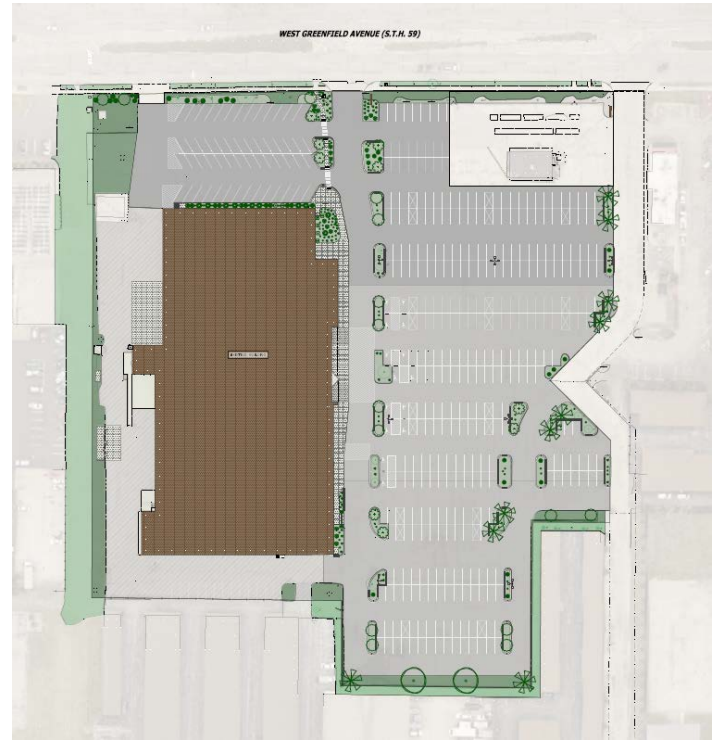
South Elevation



Site and Landscape Plans

Looking at the overall site plan, Festival Foods is proposing to:

- Maintain the general site configuration and access locations
- Pulverize and repave the existing parking lot
- Increase landscaping from 5.4% (existing) to 10%
- Add new endcap and channelizing landscape islands
- Update existing sidewalks and storefront concrete around the building
- Add a pedestrian connection to Greenfield Ave.
- Update lighting to full cut-off LED fixtures, while maintaining existing poles
- Add a refuse enclosure at the rear of the building to match façade updates



These improvements will have a significant positive impact on the look and feel of this site. Staff is particularly supportive of enhanced pedestrian connection to Greenfield Ave. and of the landscaping improvements along Greenfield Ave., which will improve the aesthetics of the site along one of our city's busiest streets. However, staff also has several recommendations for how to further enhance the site plan to meet the standards set by similarly approved projects within the city.

Additional Pedestrian Connections

The standard set for large retail development sites is that pedestrian connections will be provided into the site, throughout the site, and to adjacent sites. This standard is further supported by the Common Council's recent adoption of the Hwy. 100 Corridor Plan, which highlights the importance of pedestrian connections for improving long-term area success (this site is within the Hwy. 100 study area). The applicant has, commendably, added a pedestrian connection to Greenfield Ave. However, in a sizable parking lot, there remains a lack of pedestrian connection throughout the site and to adjacent sites.

Two recent Pick 'n Save projects showcase Plan Commission's expectation for site improvements of this type. Both approved site plans include a pedestrian connection within the site, as well as pedestrian connections to neighboring sites and uses.



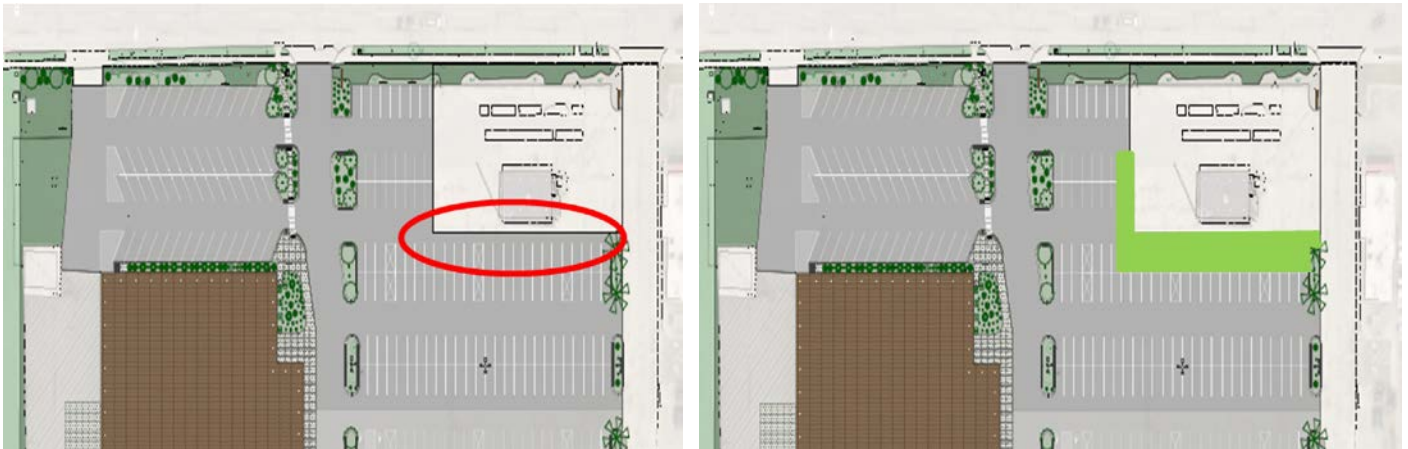
Staff recommends a similar pedestrian connection be included within the Festival Foods parking area (to include a raised sidewalk, pedestrian lighting, landscaping, signage, and accessible ramps), including extending that connection towards the neighboring restaurant use and to the currently vacant outlot parcel (which in the future could create a second Greenfield Ave. access point). The image to the right is one example of how an improved pedestrian connection might look on this site. Staff is open to exploring other options with the applicant, as well.



More Closely Address Interaction with Secondary Parcel

There is a second parcel adjacent to the northeast section of the proposed Festival Foods parcel (with no physical separation), which Festival Foods also owns. While this second parcel is not currently under review, staff has comments and recommendations related to how the proposed Festival Foods parcel interacts with this second parcel. As

can be seen circled in red in the image below (left), the proposed parking isle adjacent to the existing outlot building lacks adequate space for a full drive isle, which does not meet our standards. Staff recommends revised plans be submitted to more fully address this area. One staff suggestion is to use this space for additional landscaping and/or a creative stormwater management solution.



At this time, the applicant is requesting the pedestrian connection and the delineation between the two parcels be addressed as part of a Phase 2 plan. Staff is supportive of this approach, given that the applicant update their plans to reflect what will happen now (Phase 1), provide a date by which staff and Plan Commission can expect to see Phase 2 plans (maximum 2 year timeframe), and provide a contingency plan stating that, should Phase 2 plans not be in place by the specified date, the applicant will install the pedestrian connections as recommended by staff.

Specific Plans Related to Seasonal Sales

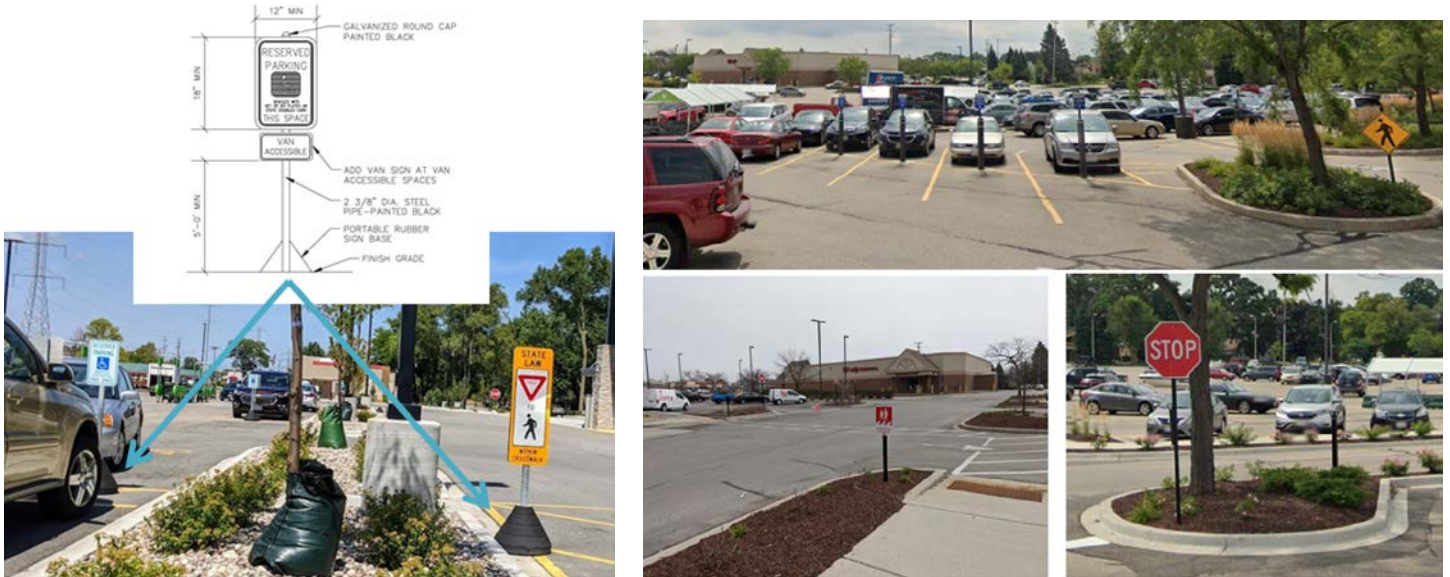
Within their application, Festival Foods indicated that proposed operations include “seasonal merchandise in the parking lot and along the front walks of the grocery store. In addition, Festival conducts two popular seasonal events, a Mother’s Day Plant Blowout in May, and in early October, a Pumpkin Blowout.” Within the C-3 Zoning District, day-to-day outdoor merchandise displays are not permitted. Meaning, the applicant cannot have general sale item displays in the parking lot or along the sidewalk of the store. Staff recommends the plans be revised to include a note stating no outdoor sale will take place, with the following exception:

Temporary, seasonal sales have been approved by Plan Commission in the past. This approval requires the submittal of a seasonal site plan, which identifies the exact size and location of the outdoor sales area, as well as the timeframe during which the seasonal sales will be conducted and details on how the area will be delineated/screened. Staff recommends the applicant submit a seasonal sales site plan to allow for the Plan Blowout and Pumpkin Blowout events.

More Permanent Signage / Incorporate Signage into Landscape Areas

Festival Foods is proposing to use portable rubber sign bases for the accessible parking stall signage. The image below (left) is an example of this type of signage from the Hales Corners Festival Foods location. Staff recommends a more permanent solution for

accessible parking signage (top right as example). Further, staff recommends that traffic control and pedestrian crossing signage be incorporated into existing and proposed landscape areas (lower right examples), and that the location of these signs be indicated on revised plans.



Other Site & Landscape Recommendations

Other site and landscape recommendations, to be reviewed and approved by staff, include:

- Inclusion of bike racks on the plan
- Details on seating to be located near the brat barn space
- Cart corral details
- Use of bark mulch rather than stone mulch (along with any additional recommendations from the City Forester, which are currently pending)

Parking

The proposed site plan includes 417 parking stalls, 14 of which are accessible stalls. City Code calls for 311 parking stalls which includes both the Festival Foods space, as well as the secondary tenant space. Staff finds that the amount of excess parking on site further supports recommendations for additional pedestrian connections within the site and added landscape features surrounding the outlot, as these elements would increase pedestrian-friendliness, reduce impervious surfaces, and serve to walk back previous/outdated development patterns that led to over-parking in many suburban communities, including West Allis.

Signage

Festival Foods will submit a separate application for their Master Sign Plan, which will come back before Plan Commission for approval. While the signage shown on these plans is not under consideration at this time, it is worth noting that the conceptual signage is, in staff’s opinion, of a high quality design and well placed.

One signage issue that does need to be addressed as part of this Site, Landscaping and Architectural Plan approval is the non-conforming sign currently on the property. All non-conforming elements must be removed from plans to receive approval. The timeframe during which the non-conforming signage is to be removed is typically no longer than two years. Staff recommends the applicant update to their plans to note the removal of the non-conforming freestanding sign and the date of removal, which should be within in a two years of approval.



Zoning - Removal of PDD Overlay

The current zoning of the property includes a PDD Overlay. At this time, there is no need for this overlay and staff recommends the removal of the PDD overlay. This process can be initiated by City staff, and the applicant is supportive of this request.

Recommendation

Recommend approval of the Special Use Permit for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave., and approval of the Site, Landscaping and Architectural Plans for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave., submitted by Aaron Aspenson on behalf of Festival Foods. (Tax Key No. 448-9993-0006 and 448-9993-009), subject to the following conditions:

(Items 1 through 6 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, and Architectural Plans being submitted to the Department of Development to show the following: (a) additional windows on the east and north elevations, as approved by staff; (b) a contingency plan to show a pedestrian connection through parking area (to include a raised sidewalk, pedestrian lighting, landscaping, signage, and accessible ramps), as approved by staff; (c) the date by which a Phase 2 plan, which will address the outlot and the pedestrian connection will be submitted for Plan Commission review; (d) revised travel lane near outlot building during Phase 1 period (e) removal of outdoor sales displays from plans, with the exception of two seasonal events; (f) seasonal site plan with specifications related to size, location, time period, and screening; (g) revised plan for accessible parking signage to be more permanently installed; (f) detailed plans for location of traffic and pedestrian-oriented signage, to be incorporated into landscape beds; (g) inclusion of bike racks; (h) details on seating options to be located near brat barn space; (i) cart corral details; (j) use of bark mulch rather than stone mulch; (k) City Forester approval of landscaping species and number; (l) removal of non-conforming pole sign from plans.

2. An estimated cost of landscaping and screening (Phase 1 and Contingency Plan) being submitted to the Department of Development for approval.
 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 (Phase 1 and Contingency Plan) shall be executed by the applicant prior to the issuing of a building permit.
 4. Common Council approval of the special use (scheduled for September 1, 2020) and applicant's acknowledgement of the special use resolution.
 5. Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Building Inspections and Neighborhood Services Department by a registered Civil Engineer. A stormwater permit must be obtained from the City.
 6. A signed statement from the property owner that the non-conforming freestanding sign will be removed within 2 years from the date of Plan Commission approval.
- (Remaining conditions of approval to be satisfied by the property owner within one year of Plan Commission approval)
7. Master Signage Plan being submitted to Plan Commission for review.
 8. Removal of Planned Development District (PDD) overlay zoning.



**STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, August 26, 2020
6:00 PM**

- 2A. Special Use Permit for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave.**

- 2B. Site, Landscaping and Architectural Plans for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave., submitted by Aaron Aspenson on behalf of Festival Foods. (Tax Key No. 448-9993-0006 and 448-9993-009)**

Overview & Zoning

Festival Foods has applied for a Special Use Permit and a Site, Landscaping and Architectural Plan review for a proposed Large Retail Development grocery store, to be located at 11111 W. Greenfield Ave. The property is currently zoned C-3 Community Commercial District, with a PDD overlay. Under the City's Zoning Code, facilities 50,000 square feet or larger are considered Large Retail Developments, which require a Special Use Permit. A Public Hearing regarding the Special Use Permit application is scheduled for September 1st.



Festival Foods, which originated in Onalaska in 1946, owns and operates 32 stores in Wisconsin. Here in West Allis, Festival Foods is proposing to revitalize the 73,000 sq. ft. facility that was once home to a Pick 'n Save. In addition to a comprehensive façade update, Festival Foods is also proposing improvements to the secondary tenant space, parking lot, lighting, and the site's landscaping.



Festival Foods will offer natural and organic foods, fresh sushi, healthy-choices salad and hot food bar, deli, bakery, meat and seafood selections, a variety of take-home meal options, and catering services. A wine and spirits section of the store will have a separate entrance (along with common access), and will include staffed check-out lanes.

Festival Foods is also proposing several unique community-oriented services and amenities.

A proposed “brat barn” space would be made available, free of charge, to local community groups to grill and sell food for fundraising purposes. At most Festival Food locations, the brat barn is operated by local groups every Saturday and Sunday, from April through October. Discounted and complimentary products are typically made available to community groups, as well.

In addition to the brat barn, a community conference room and a Hometown Café are proposed. Local organizations would be able to reserve the community conference room free of charge. The Hometown Café is part of the American Heroes Café Program, where area veterans and community members are invited to gather to share a meal.

Festival Foods is proposing two seasonal merchandise events in the parking lot, a Mother’s Day Plant Blowout in May and a Pumpkin Blowout in October. Additionally, Click ‘n Go online ordering with store pick-up (and possibly a delivery option) is proposed.

Festival Foods anticipates the job creation of 175 part-time positions and 75 full-time positions at the West Allis store. Hiring of employees is expected to begin approximately 6 months prior to the store opening. Proposed store hours are 5am to midnight, 364 days a year (closed on Christmas Day), with more limited hours in the wine and spirits section.

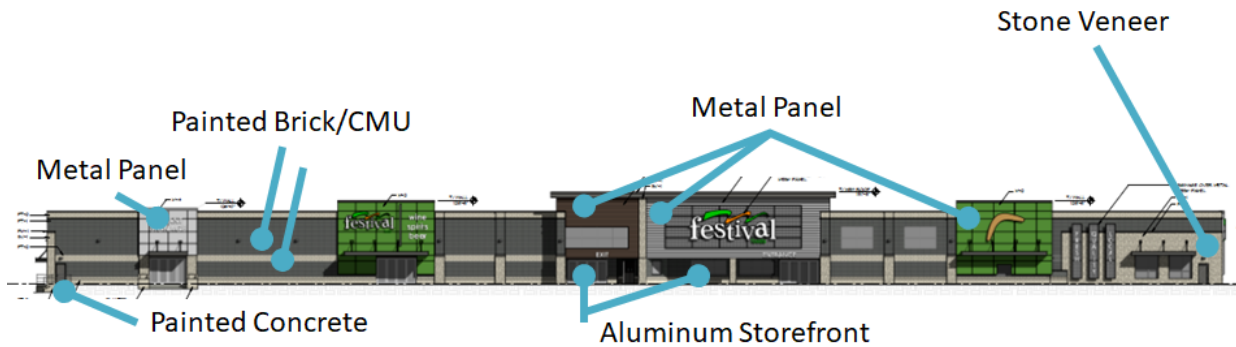
Architectural Plans

Festival Foods is proposing a full façade rehabilitation, which includes a mix of high-quality and modern looking materials, such as stone, brick, and metal paneling. The Festival Foods team has been working with staff to bring forth a strong proposal and staff has been impressed by their efforts and responsiveness. Staff believes these updates will serve to effectively transform the space and bring a renewed energy to this section of Greenfield Ave.



Staff does have several architectural recommendations, which primarily revolve around the inclusion of additional transparency on both the first and second levels of the proposed Festival Foods building.

Starting with the east elevation, which faces the parking lot and serves as the front/main entrance, significant improvements are proposed. Existing brick will be painted, more modern awnings, windows, and lighting are to be added, a mix of high-quality materials will be incorporated with the façade, and the secondary tenant space entrance will be completely redesigned. Combined, these improvements will greatly improve the overall design aesthetic, create a greater sense interest, and add a pop of color to the building.



However, staff would like to work with the applicant to incorporate additional windows on the east elevation. Given the proposed location of the building's restrooms, staff is recommending second story windows be added to mid-section of the east elevation. The Festival Foods team has agreed that this would add balance to the building and will amend plans accordingly.



Additionally, to create more continuity and to bring a greater sense of connection to the second tenant space on site, staff recommends the inclusion of ground floor windows towards the south end. Internally, this area of the store is proposed to be used for Click 'n Go services, which may necessitate the use of internal shades. The applicant is concerned about the conflict with internal functions and staff would like to continue to work with the applicant to determine the best solution to allow for windows here.



Shifting to the north elevation, which will act as the side of the building and which faces Greenfield Ave., staff is generally pleased with the proposed design. The proposal includes a mix of materials (to break up what would otherwise be a blank wall), new awnings, and a new refuse enclosure to match building materials. Staff's only recommendation for the north elevation is, again, the inclusion of more windows, one in the café area and the other on the green paneled portion the building.

Due to the location of utilities, it is not possible to have a full window on the lower portion of the building's north elevation, as shown in the Hales Corners example below. However, the Festival Foods team has indicated that they will look into the possibility of

adding a more narrow window in this location, which may go well rhythmically with the narrow metal panels and stone veneer columns along this elevation. Staff would like the opportunity to continue exploring possible options with the applicant. Staff does recommend the inclusion of windows on the second story of the green paneled area, in order to further enhance the portion of the building facing Greenfield Ave.



The remaining elevations, the west and the south, are intended to be more back-of-house/loading areas, and will receive a more minimal facelift. Improvements here include painting existing brick and concrete, adding stone veneer to the corner features, and adding a new awning over the entrance on the south elevation.

West Elevation



South Elevation



Site and Landscape Plans

Looking at the overall site plan, Festival Foods is proposing to:

- Maintain the general site configuration and access locations
- Pulverize and repave the existing parking lot
- Increase landscaping from 5.4% (existing) to 10%
- Add new endcap and channelizing landscape islands
- Update existing sidewalks and storefront concrete around the building
- Add a pedestrian connection to Greenfield Ave.
- Update lighting to full cut-off LED fixtures, while maintaining existing poles
- Add a refuse enclosure at the rear of the building to match façade updates



These improvements will have a significant positive impact on the look and feel of this site. Staff is particularly supportive of enhanced pedestrian connection to Greenfield Ave. and of the landscaping improvements along Greenfield Ave., which will improve the aesthetics of the site along one of our city's busiest streets. However, staff also has several recommendations for how to further enhance the site plan to meet the standards set by similarly approved projects within the city.

Additional Pedestrian Connections

The standard set for large retail development sites is that pedestrian connections will be provided into the site, throughout the site, and to adjacent sites. This standard is further supported by the Common Council's recent adoption of the Hwy. 100 Corridor Plan, which highlights the importance of pedestrian connections for improving long-term area success (this site is within the Hwy. 100 study area). The applicant has, commendably, added a pedestrian connection to Greenfield Ave. However, in a sizable parking lot, there remains a lack of pedestrian connection throughout the site and to adjacent sites.

Two recent Pick 'n Save projects showcase Plan Commission's expectation for site improvements of this type. Both approved site plans include a pedestrian connection within the site, as well as pedestrian connections to neighboring sites and uses.



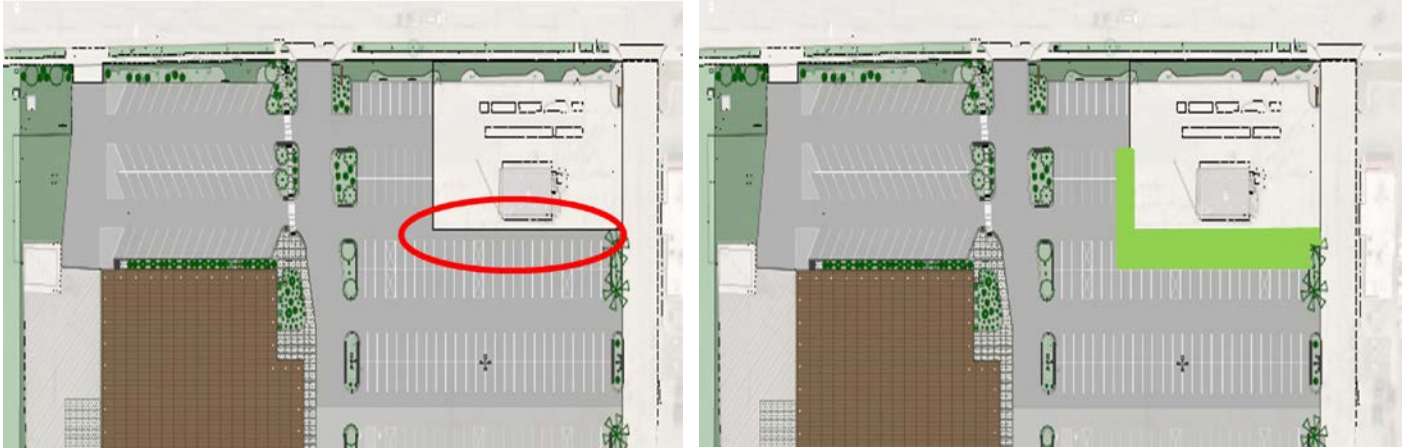
Staff recommends a similar pedestrian connection be included within the Festival Foods parking area (to include a raised sidewalk, pedestrian lighting, landscaping, signage, and accessible ramps), including extending that connection towards the neighboring restaurant use and to the currently vacant outlot parcel (which in the future could create a second Greenfield Ave. access point). The image to the right is one example of how an improved pedestrian connection might look on this site. Staff is open to exploring other options with the applicant, as well.



More Closely Address Interaction with Secondary Parcel

There is a second parcel adjacent to the northeast section of the proposed Festival Foods parcel (with no physical separation), which Festival Foods also owns. While this second parcel is not currently under review, staff has comments and recommendations related to how the proposed Festival Foods parcel interacts with this second parcel. As

can be seen circled in red in the image below (left), the proposed parking isle adjacent to the existing outlot building lacks adequate space for a full drive isle, which does not meet our standards. Staff recommends revised plans be submitted to more fully address this area. One staff suggestion is to use this space for additional landscaping and/or a creative stormwater management solution.



At this time, the applicant is requesting the pedestrian connection and the delineation between the two parcels be addressed as part of a Phase 2 plan. Staff is supportive of this approach, given that the applicant update their plans to reflect what will happen now (Phase 1), provide a date by which staff and Plan Commission can expect to see Phase 2 plans (maximum 2 year timeframe), and provide a contingency plan stating that, should Phase 2 plans not be in place by the specified date, the applicant will install the pedestrian connections as recommended by staff.

Specific Plans Related to Seasonal Sales

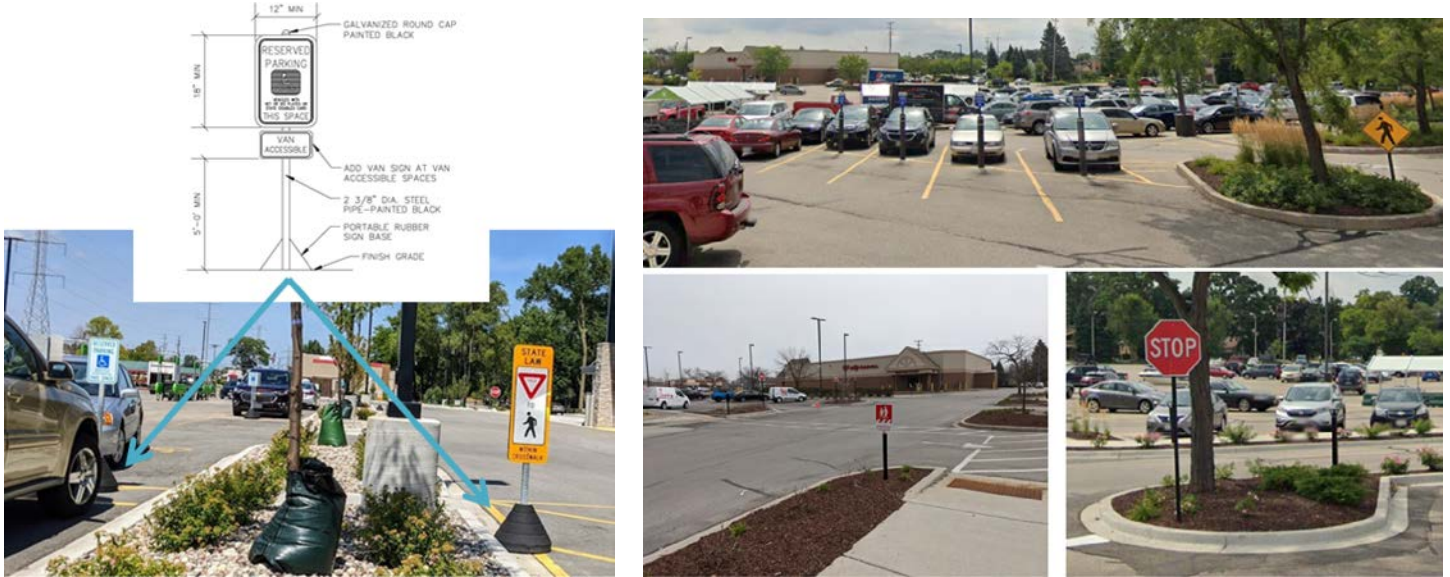
Within their application, Festival Foods indicated that proposed operations include “seasonal merchandise in the parking lot and along the front walks of the grocery store. In addition, Festival conducts two popular seasonal events, a Mother’s Day Plant Blowout in May, and in early October, a Pumpkin Blowout.” Within the C-3 Zoning District, day-to-day outdoor merchandise displays are not permitted. Meaning, the applicant cannot have general sale item displays in the parking lot or along the sidewalk of the store. Staff recommends the plans be revised to include a note stating no outdoor sale will take place, with the following exception:

Temporary, seasonal sales have been approved by Plan Commission in the past. This approval requires the submittal of a seasonal site plan, which identifies the exact size and location of the outdoor sales area, as well as the timeframe during which the seasonal sales will be conducted and details on how the area will be delineated/screened. Staff recommends the applicant submit a seasonal sales site plan to allow for the Plan Blowout and Pumpkin Blowout events.

More Permanent Signage / Incorporate Signage into Landscape Areas

Festival Foods is proposing to use portable rubber sign bases for the accessible parking stall signage. The image below (left) is an example of this type of signage from the Hales Corners Festival Foods location. Staff recommends a more permanent solution for

accessible parking signage (top right as example). Further, staff recommends that traffic control and pedestrian crossing signage be incorporated into existing and proposed landscape areas (lower right examples), and that the location of these signs be indicated on revised plans.



Other Site & Landscape Recommendations

Other site and landscape recommendations, to be reviewed and approved by staff, include:

- Inclusion of bike racks on the plan
- Details on seating to be located near the brat barn space
- Cart corral details
- Use of bark mulch rather than stone mulch (along with any additional recommendations from the City Forester, which are currently pending)

Parking

The proposed site plan includes 417 parking stalls, 14 of which are accessible stalls. City Code calls for 311 parking stalls which includes both the Festival Foods space, as well as the secondary tenant space. Staff finds that the amount of excess parking on site further supports recommendations for additional pedestrian connections within the site and added landscape features surrounding the outlot, as these elements would increase pedestrian-friendliness, reduce impervious surfaces, and serve to walk back previous/outdated development patterns that led to over-parking in many suburban communities, including West Allis.

Signage

Festival Foods will submit a separate application for their Master Sign Plan, which will come back before Plan Commission for approval. While the signage shown on these plans is not under consideration at this time, it is worth noting that the conceptual signage is, in staff’s opinion, of a high quality design and well placed.

One signage issue that does need to be addressed as part of this Site, Landscaping and Architectural Plan approval is the non-conforming sign currently on the property. All non-conforming elements must be removed from plans to receive approval. The timeframe during which the non-conforming signage is to be removed is typically no longer than two years. Staff recommends the applicant update to their plans to note the removal of the non-conforming freestanding sign and the date of removal, which should be within in a two years of approval.



Zoning - Removal of PDD Overlay

The current zoning of the property includes a PDD Overlay. At this time, there is no need for this overlay and staff recommends the removal of the PDD overlay. This process can be initiated by City staff, and the applicant is supportive of this request.

Recommendation

Recommend approval of the Special Use Permit for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave., and approval of the Site, Landscaping and Architectural Plans for Festival Foods, a proposed large retail development grocery store, to be located at 11111 W. Greenfield Ave., submitted by Aaron Aspenson on behalf of Festival Foods. (Tax Key No. 448-9993-0006 and 448-9993-009), subject to the following conditions:

(Items 1 through 6 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, and Architectural Plans being submitted to the Department of Development to show the following: (a) additional windows on the east and north elevations, as approved by staff; (b) a contingency plan to show a pedestrian connection through parking area (to include a raised sidewalk, pedestrian lighting, landscaping, signage, and accessible ramps), as approved by staff; (c) the date by which a Phase 2 plan, which will address the outlot and the pedestrian connection will be submitted for Plan Commission review; (d) revised travel lane near outlot building during Phase 1 period (e) removal of outdoor sales displays from plans, with the exception of two seasonal events; (f) seasonal site plan with specifications related to size, location, time period, and screening; (g) revised plan for accessible parking signage to be more permanently installed; (f) detailed plans for location of traffic and pedestrian-oriented signage, to be incorporated into landscape beds; (g) inclusion of bike racks; (h) details on seating options to be located near brat barn space; (i) cart corral details; (j) use of bark mulch rather than stone mulch; (k) City Forester approval of landscaping species and number; (l) removal of non-conforming pole sign from plans.

2. An estimated cost of landscaping and screening (Phase 1 and Contingency Plan) being submitted to the Department of Development for approval.
 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 (Phase 1 and Contingency Plan) shall be executed by the applicant prior to the issuing of a building permit.
 4. Common Council approval of the special use (scheduled for September 1, 2020) and applicant's acknowledgement of the special use resolution.
 5. Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Building Inspections and Neighborhood Services Department by a registered Civil Engineer. A stormwater permit must be obtained from the City.
 6. A signed statement from the property owner that the non-conforming freestanding sign will be removed within 2 years from the date of Plan Commission approval.
- (Remaining conditions of approval to be satisfied by the property owner within one year of Plan Commission approval)
7. Master Signage Plan being submitted to Plan Commission for review.
 8. Removal of Planned Development District (PDD) overlay zoning.



**STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, August 26, 2020
6:00 PM
Virtual Meeting**

- 3. Ordinance to amend section 12.42(2) of the West Allis Municipal Code to allow “Training, counseling or workforce development facilities operated by a not-for-profit social service organization, for the purpose of enabling job and career opportunities to persons with sensory or physical disabilities,” within the Community Commercial District as a special use. Submitted by James Kerlin of Wiscraft, Inc., d/b/a Beyond Vision (Tax Key No. 449-9981-019).**

The staff report will be provided at the meeting.

Recommendation: Recommend Common Council denial of the Ordinance to amend section 12.42(2) of the West Allis Municipal Code to allow “Training, counseling or workforce development facilities operated by a not-for-profit social service organization, for the purpose of enabling job and career opportunities to persons with sensory or physical disabilities,” within the Community Commercial District as a special use. Submitted by James Kerlin of Wiscraft, Inc., d/b/a Beyond Vision (Tax Key No. 449-9981-019).



**STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, August 26, 2020
6:00 PM
Virtual Meeting**

4. **Master Signage plan for Beyond Vision located at 1540 S. 108 St. submitted by James Kerlin (Tax Key No. 449-9981-019)**

Signage Plan

In 2019 Wiscraft Inc. d/b/a Beyond Vision acquired the former Sam's Club property located at 1540 S. 108th St.

Beyond Vision is proposing to repaint the exterior of their building as well as install new business signage on the west elevation.

The signage review is being considered under the master signage program where buildings greater than 100,000-sf are required to obtain Plan Commission approval for their signage plans - section [13.21\(13\) Sign Code](#).

The existing building is about 130,000-sf.



Wall Signage – The signage ordinance indicates the following (*italicized*):
Number. Buildings greater than one hundred thousand (100,000) square feet and less



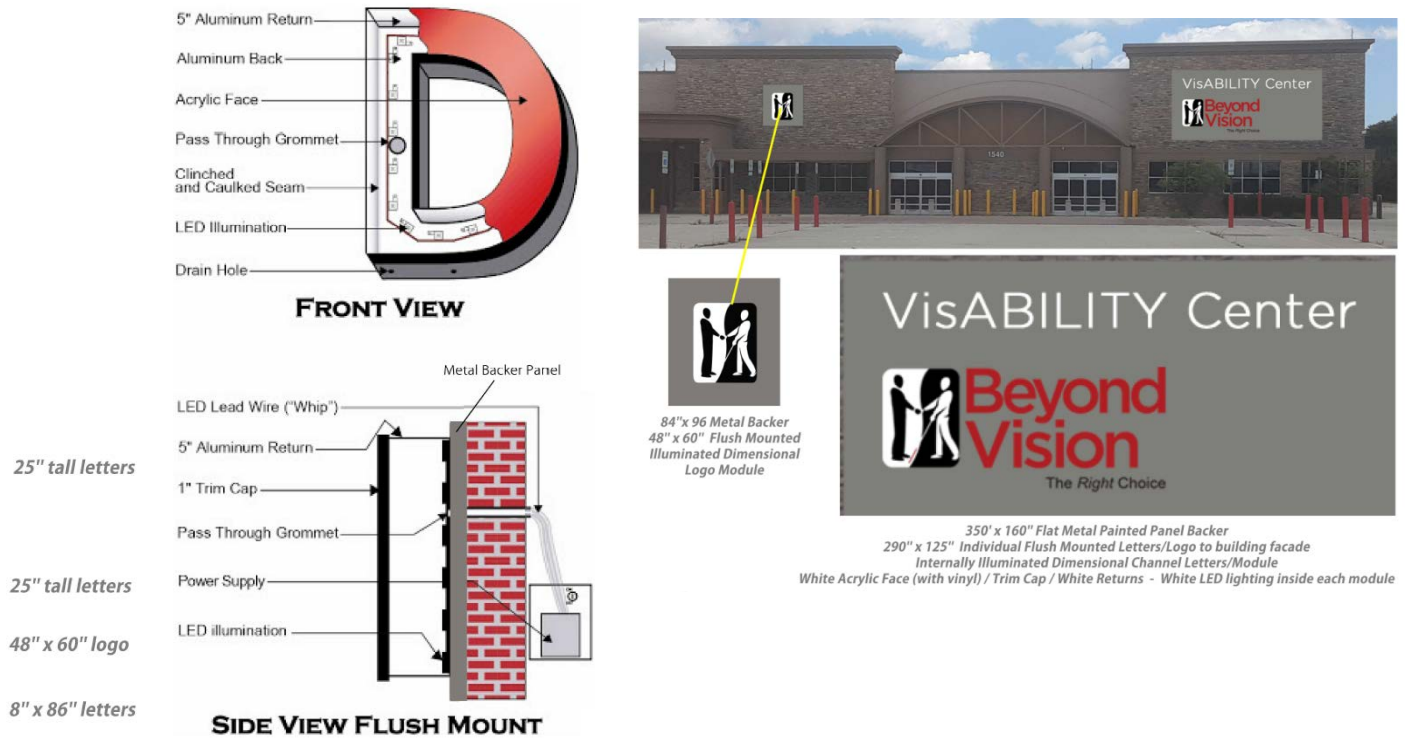
84"x 96 Metal Backer
48" x 60" Flush Mounted
Illuminated Dimensional
Logo Module



350' x 160" Flat Metal Painted Panel Backer
290" x 125" Individual Flush Mounted Letters/Logo to building facade
Internally Illuminated Dimensional Channel Letters/Module
White Acrylic Face (with vinyl) / Trim Cap / White Returns - White LED lighting inside each module

than three hundred thousand (300,000) square feet of building area may be permitted three (3) wall signs on an exterior wall of the business in which the sign identifies.

- While 3 wall signs are permitted, Beyond Vision is proposing two wall signs on the west elevation.



Area. Buildings greater than fifty thousand (50,000) square feet and less than three hundred thousand (300,000) square feet of building area shall be permitted four hundred (400) square feet in wall sign area, plus additional signage area computed by the following formula: five-tenths (0.5) square foot times the setback length of the building from the street frontage.

- The total area of the building is about 130,000-sf
- The building is setback 400-ft from Hwy 100
- The total area of proposed new signage is 444sf (overall proportion backer panel measurement), and 600-sf of signage is allowed.

Design. Artistic qualities, design relief and articulation of signage including raised letters, framing, insets/offsets and unique shapes are encouraged.

- The sign face shall be constructed of aluminum, masonry, or similar product or polycarbonate with an opaque background or other approved durable materials. If internally illuminated, the sign face must be constructed of an opaque background.*
- Exclusively flat wall signs shall not be acceptable. Acceptable alternatives include:*
 - Raised/channeled letters;*
 - Individual letters;*
 - Oddly shaped signs; and*
 - Two-inch thick (minimum) border around the wall sign.*

- The proposed signage consists of two layers, a flat metal panel backer and raised internally illuminated dimensional letters.

Freestanding/monument sign

The existing freestanding sign on site was used by the previous Sam’s Club store. This sign features stone columns and base. The overall height is 10-ft and the area is 100-sf.

The existing sign faces will be changed. The proposed copy will be translucent while non-copy areas on the sign face panel will be opaque.

The existing sign and proposed changes to it meet the signage ordinance.



***Face Change on existing monument sign
Double Sided
OPAQUE vinyl graphics for background
Illuminated Letters and Logo ONLY***

Recommendation: Approval of the Master Signage plan for Beyond Vision located at 1540 S. 108 St. submitted by James Kerlin (Tax Key No. 449-9981-019), subject to the a revised signage plan being submitted to the Department of Development to show the following: (a) depth/returns being added and noted on the proposed backer panel; (b) confirmation that both wall sign’s feature dimensional logos and channel letters. Dimensions being noted on plan.



**STAFF REPORT
WEST ALLIS PLAN COMMISSION
WEDNESDAY, AUGUST 26, 2020
6:00 PM
VIRTUAL MEETING**

- 5A. Special Use Permit for B&E Kitchen, a proposed shared kitchen and event space, to be located at 5901 W. Beloit Rd.**
- 5B. Site, Landscaping and Architectural Plans for B & E Kitchen, a proposed shared kitchen and event space, to be located at 5901 W. Beloit Rd., submitted by Carlos Beltran. (455-0117-001)**

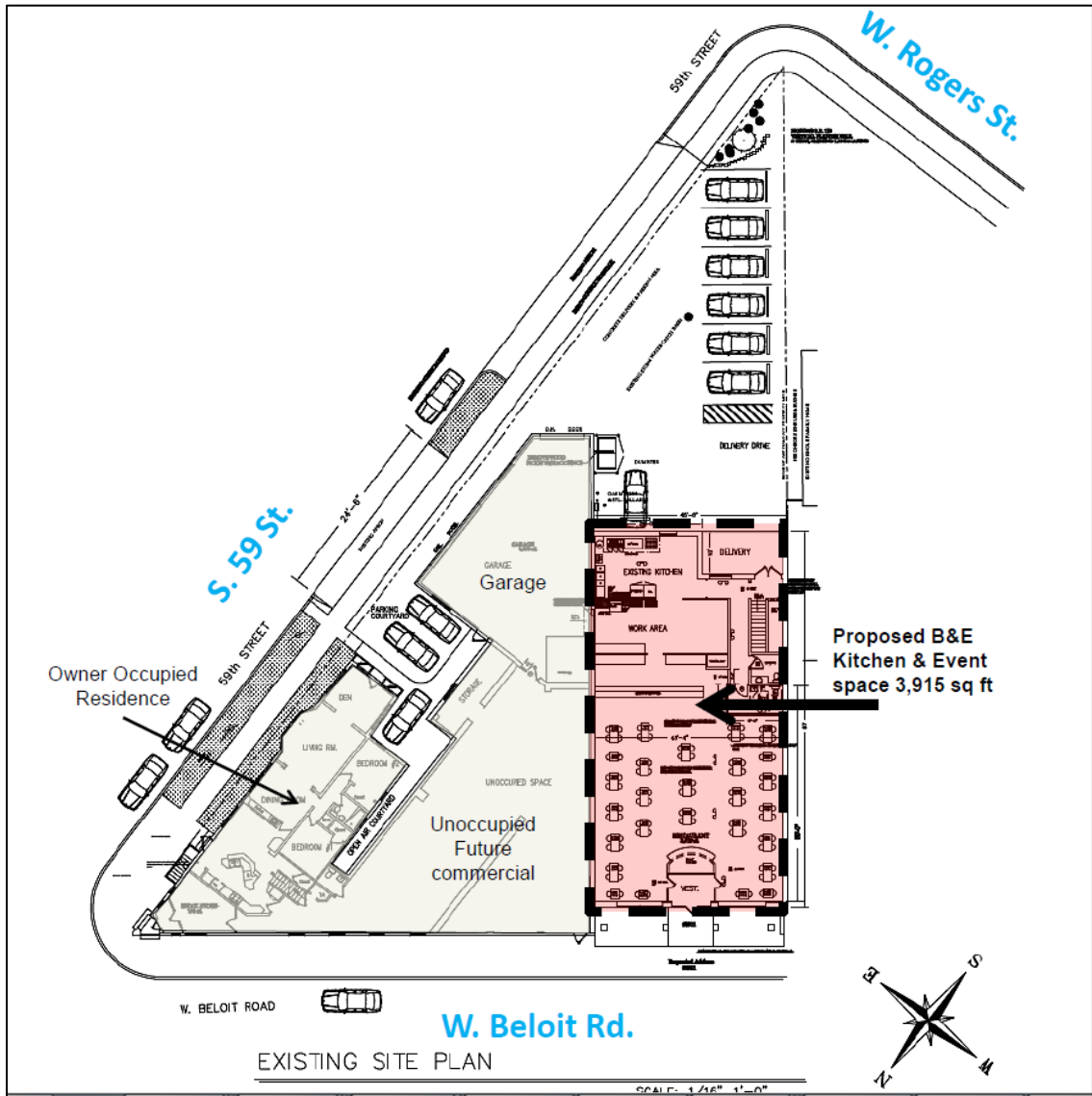
Items 5A and 5B may be considered together.

Overview & Zoning

B & E Kitchen is a proposed shared kitchen and event space. The proposed location for B & E Kitchen is the southernmost tenant space at 5901 W. Beloit Rd.

An owner of the building, Carlos Beltran, has submitted an application to establish a shared kitchen and event space.





B & E Kitchen will serve as a rentable kitchen commissary for multiple food tenants to do their food prep in the commercial kitchen. The main floor will serve as rentable space for various events from small parties to corporate gatherings. Groups who rent the space will be able to hire caterers who use the kitchen space.



5901 W. Beloit Rd. is zoned C-2 Neighborhood Commercial District. Limited food production and mixed uses are considered a Special Use in the C-2 district and requires a Special Use Permit. A public hearing regarding the Special Use Permit application is scheduled for September 1, 2020.



Site, Landscaping and Architectural Plans

The applicant is proposing to occupy the southernmost tenant space at 5901 W. Beloit Rd. The proposed space will include a kitchen in the back with an event space up front. The building also has an unoccupied tenant space east of the proposed kitchen space. The owner/applicant lives in the home that is also attached to the building. Staff believes that the existing landscaping is adequate. Hours of operation have not been verified but the applicant has stated that he would like to offer flexible hours for vendors to be able to use the kitchen as early or as late as possible.

Off-street parking code requires restaurants to have 1 space for every one hundred fifty (150) square feet of gross floor area. The proposed space has 3,915 square feet, which requires 26 off-street parking spaces. Due to the occasional use of the business, the applicant said that they don't expect the event space to be used very often. The back lot has six parking spaces available. The remainder of the twenty-one parking spaces will be supplied by on-street parking. Staff believes that the number of parking spaces available on the street is sufficient to meet demand.

The applicant plans to improve the interior walls of the space, as well as repair the stamped concrete at the entrance to provide level access to the ramp and sidewalk. In addition to that repair, staff asks that the applicant provide a schedule of façade repairs.

Recommendation: Recommend Common Council approval of the Application for a Special Use Permit for B & E Kitchen, a proposed shared kitchen and event space, to be located at 5901 W. Beloit Rd., and approval of the Site, Landscape and Architectural Plans for B & E Kitchen, a proposed shared kitchen and event space, to be located at 5901 W. Beloit Rd., submitted by Carlos Beltran. (Tax Key No. 455-0117-001), 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. The following information being provided within a project description: (a) submit an architectural plan for the north elevation of the building with respect to the unoccupied façade and a schedule of proposed alterations; and (b) hours of operation for B&E kitchen; (c) confirmation of any outdoor seating along W. Beloit Rd.; (d) confirmation of storefront planters and improvements.
2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Tony Giron, Planner at 414-302-8469.
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 landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. Contact Tony Giron, Planner at 414-302-8469.
4. Common Council approval of the Special Use Permit (scheduled for September 1, 2020) and applicant's acknowledgement signature on the Special Use Resolution being submitted to the Clerk's Office.

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

5. Signage plan being provided for staff review and approval.
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.



**STAFF REPORT
WEST ALLIS PLAN COMMISSION
WEDNESDAY, AUGUST 26, 2020
6:00 PM
VIRTUAL MEETING**

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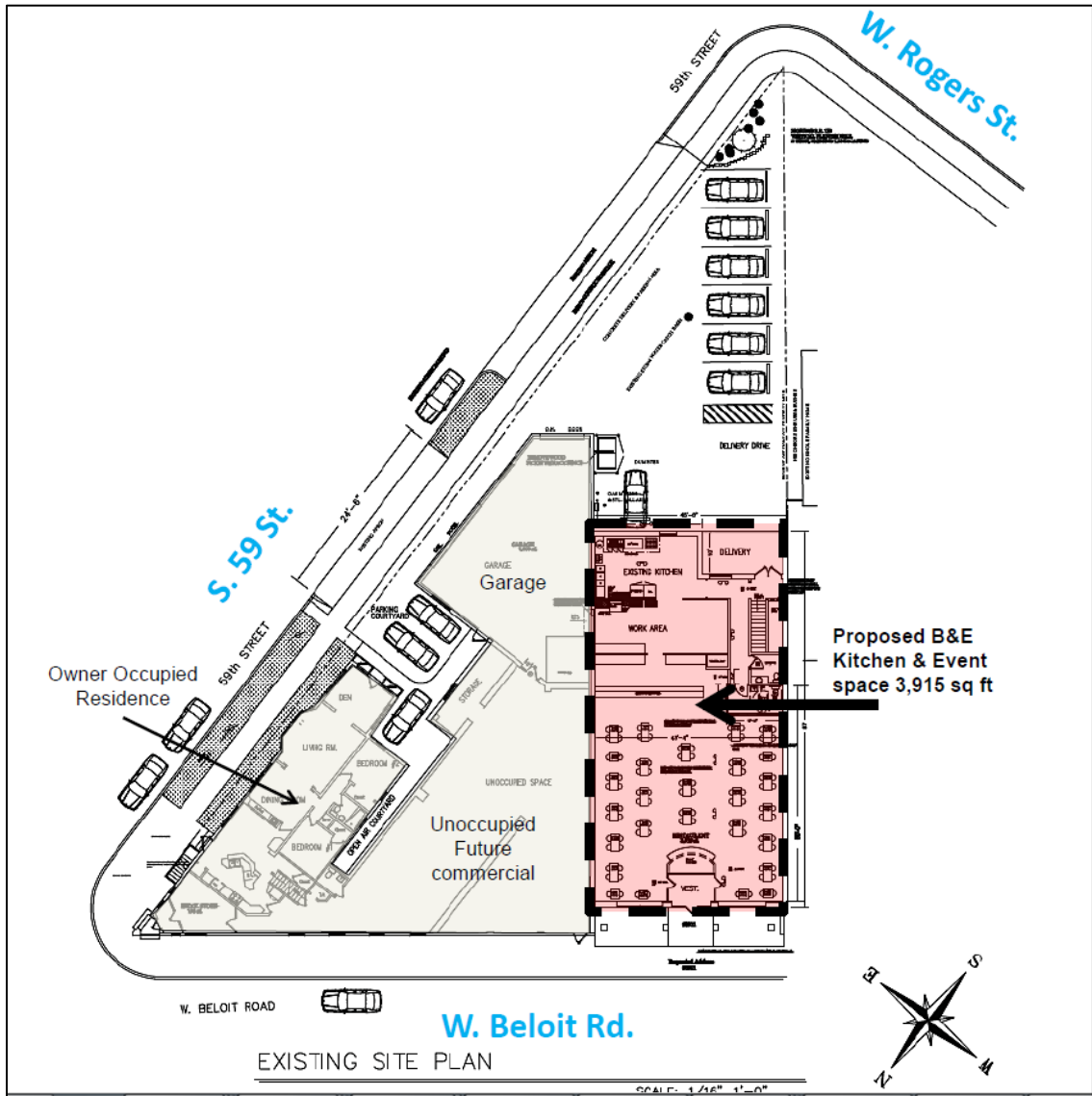
Items 5A and 5B may be considered together.

Overview & Zoning

B & E Kitchen is a proposed shared kitchen and event space. The proposed location for B & E Kitchen is the southernmost tenant space at 5901 W. Beloit Rd.

An owner of the building, Carlos Beltran, has submitted an application to establish a shared kitchen and event space.





B & E Kitchen will serve as a rentable kitchen commissary for multiple food tenants to do their food prep in the commercial kitchen. The main floor will serve as rentable space for various events from small parties to corporate gatherings. Groups who rent the space will be able to hire caterers who use the kitchen space.



5901 W. Beloit Rd. is zoned C-2 Neighborhood Commercial District. Limited food production and mixed uses are considered a Special Use in the C-2 district and requires a Special Use Permit. A public hearing regarding the Special Use Permit application is scheduled for September 1, 2020.



Site, Landscaping and Architectural Plans

The applicant is proposing to occupy the southernmost tenant space at 5901 W. Beloit Rd. The proposed space will include a kitchen in the back with an event space up front. The building also has an unoccupied tenant space east of the proposed kitchen space. The owner/applicant lives in the home that is also attached to the building. Staff believes that the existing landscaping is adequate. Hours of operation have not been verified but the applicant has stated that he would like to offer flexible hours for vendors to be able to use the kitchen as early or as late as possible.

Off-street parking code requires restaurants to have 1 space for every one hundred fifty (150) square feet of gross floor area. The proposed space has 3,915 square feet, which requires 26 off-street parking spaces. Due to the occasional use of the business, the applicant said that they don't expect the event space to be used very often. The back lot has six parking spaces available. The remainder of the twenty-one parking spaces will be supplied by on-street parking. Staff believes that the number of parking spaces available on the street is sufficient to meet demand.

The applicant plans to improve the interior walls of the space, as well as repair the stamped concrete at the entrance to provide level access to the ramp and sidewalk. In addition to that repair, staff asks that the applicant provide a schedule of façade repairs.

Recommendation: Recommend Common Council approval of the Application for a Special Use Permit for B & E Kitchen, a proposed shared kitchen and event space, to be located at 5901 W. Beloit Rd., and approval of the Site, Landscape and Architectural Plans for B & E Kitchen, a proposed shared kitchen and event space, to be located at 5901 W. Beloit Rd., submitted by Carlos Beltran. (Tax Key No. 455-0117-001), 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. The following information being provided within a project description: (a) submit an architectural plan for the north elevation of the building with respect to the unoccupied façade and a schedule of proposed alterations; and (b) hours of operation for B&E kitchen; (c) confirmation of any outdoor seating along W. Beloit Rd.; (d) confirmation of storefront planters and improvements.
2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Tony Giron, Planner at 414-302-8469.
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 landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. Contact Tony Giron, Planner at 414-302-8469.
4. Common Council approval of the Special Use Permit (scheduled for September 1, 2020) and applicant's acknowledgement signature on the Special Use Resolution being submitted to the Clerk's Office.

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

5. Signage plan being provided for staff review and approval.
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.



**STAFF REPORT
WEST ALLIS PLAN COMMISSION
WEDNESDAY, AUGUST 26, 2020
6:00 PM
VIRTUAL MEETING**

- 6A. Special Use Permit for West Allis Masonic Lodge, a proposed place of assembly, to be located at 11037 W. Oklahoma Ave.**
- 6B. Site, Landscaping and Architectural Plans for a proposed place of assembly, to be located at 11037 W. Oklahoma Ave., submitted by David Secor (Tax Key No. 523-9986-004).**

Items 6A and 6B may be considered together.

Overview & Zoning

West Allis Masonic Lodge is an assembly space proposing to occupy the former Coins & Quilts building at 11037 W. Oklahoma Ave.

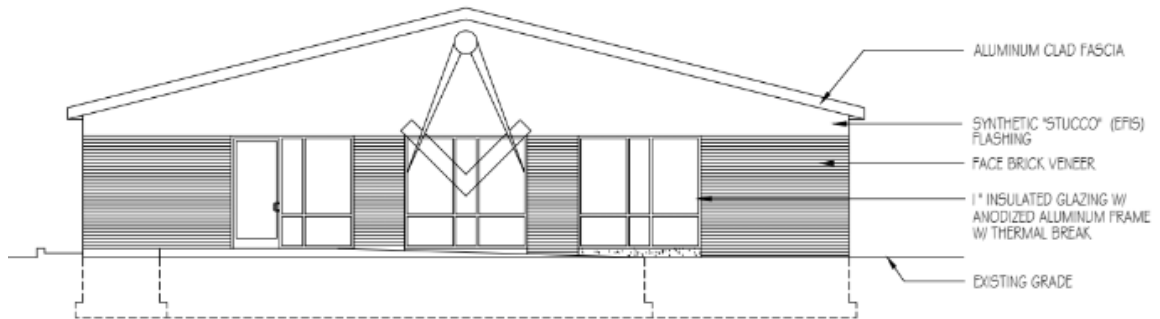
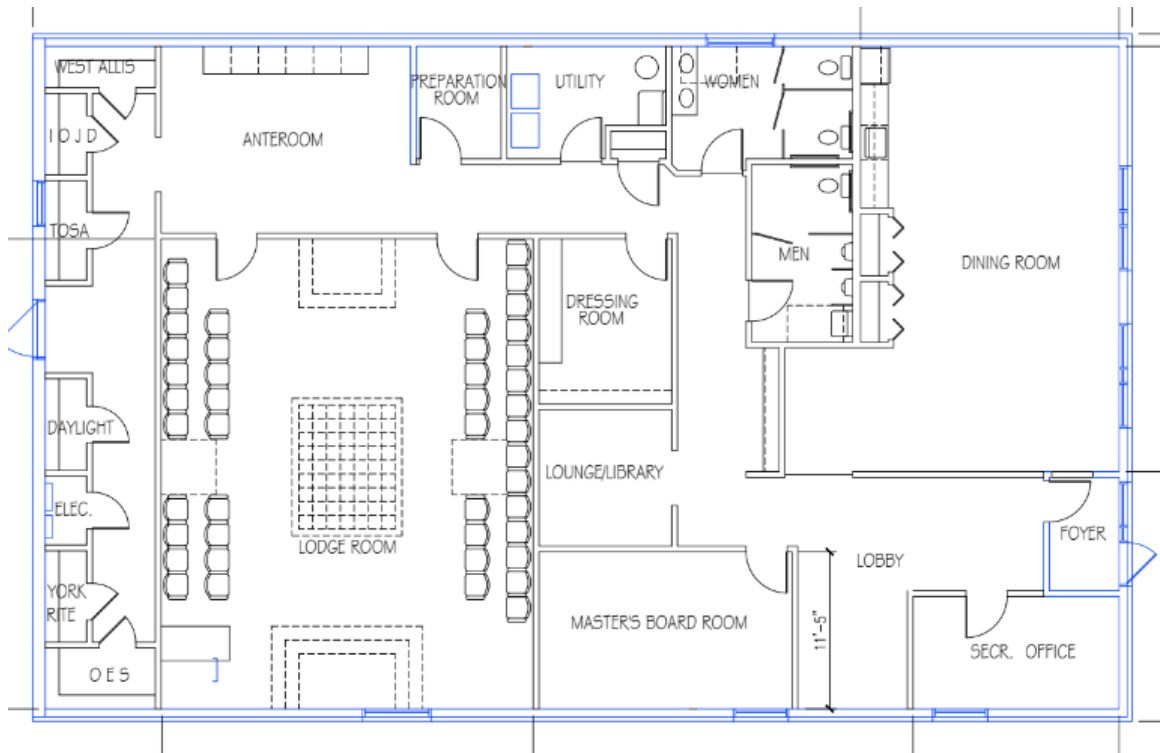
11037 W. Oklahoma Ave. is zoned C-4 Regional Commercial District. Assembly spaces are considered a Special Use in the C-4 district and require a Special Use Permit. A public hearing regarding the Special Use Permit application is scheduled for September 1, 2020.



The West Allis Masonic Lodge will serve as an assembly space for Freemasons as well as a space for them to conduct fundraising for a variety of groups including: Children's Hospital, MAC Fund, and local homeless shelters. The Masonic Lodge's hours of operation will be: first and third Fridays 6pm to 10pm; second and fourth Mondays 6pm to 10pm; first and third Saturdays 10am to 4pm; and second and fourth Tuesdays 6pm to 10pm. They expect to have between 10 and 15 lodge members at meetings.

Site, Landscaping and Architectural Plans

The applicant is proposing to occupy the former Coins & Quilts space at 11037 W. Oklahoma Ave. Improvements to the building will include all HVAC systems, a new roof, an additional restroom, all new plumbing, electrical, and flooring, as well as repaving the parking lot. Renovation costs will amount to about \$245,000.



2. Common Council approval of the Special Use Permit (scheduled for September 1, 2020) and applicant's acknowledgement signature on the Special Use Resolution being submitted to the Clerk's Office.

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

3. Signage plan being provided for staff review and approval.
4. 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.



**STAFF REPORT
WEST ALLIS PLAN COMMISSION
WEDNESDAY, AUGUST 26, 2020
6:00 PM
VIRTUAL MEETING**

- 6A. Special Use Permit for West Allis Masonic Lodge, a proposed place of assembly, to be located at 11037 W. Oklahoma Ave.**
- 6B. Site, Landscaping and Architectural Plans for a proposed place of assembly, to be located at 11037 W. Oklahoma Ave., submitted by David Secor (Tax Key No. 523-9986-004).**

Items 6A and 6B may be considered together.

Overview & Zoning

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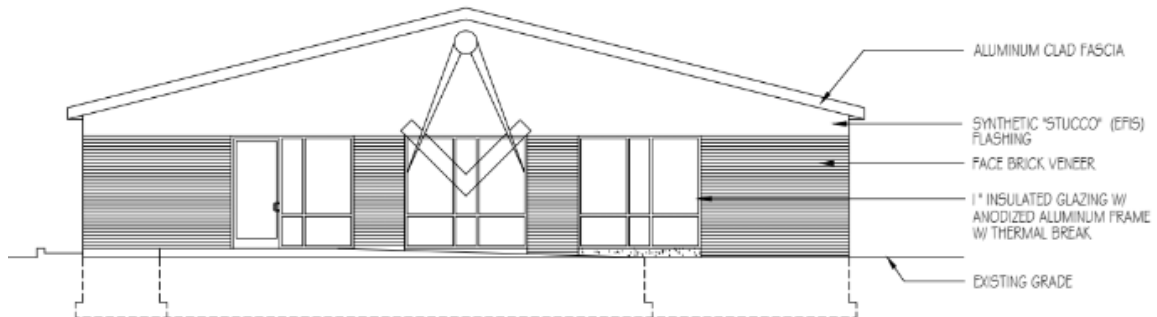
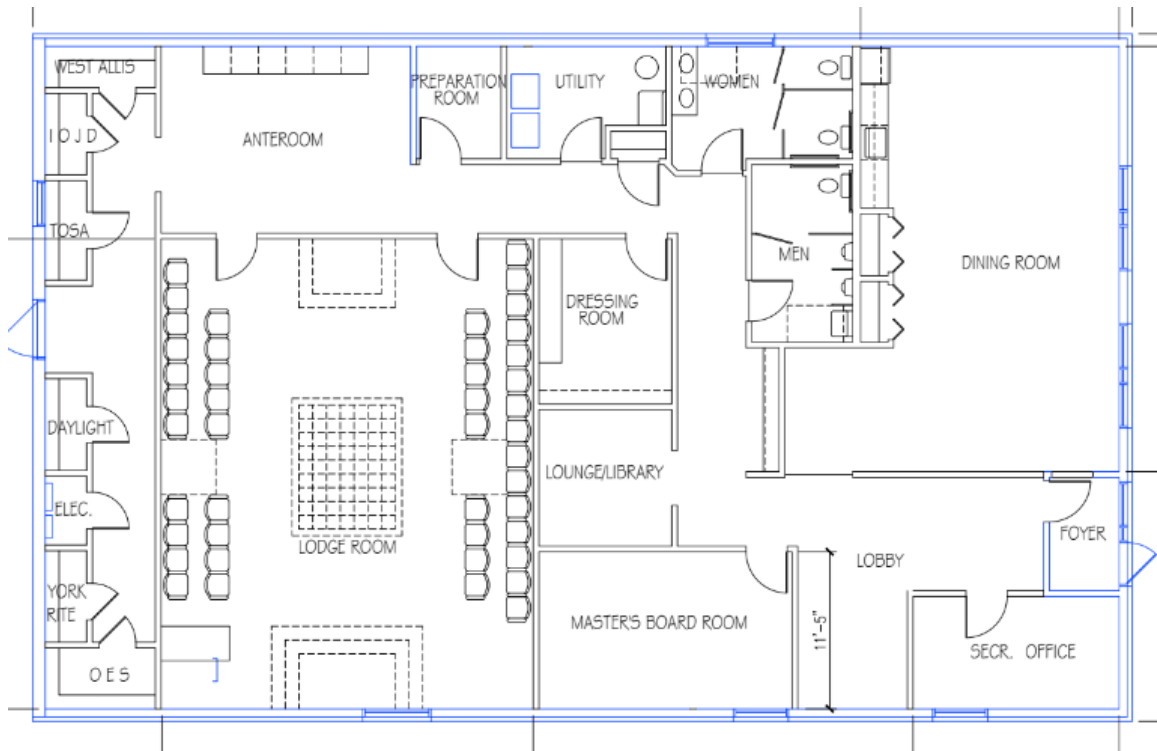
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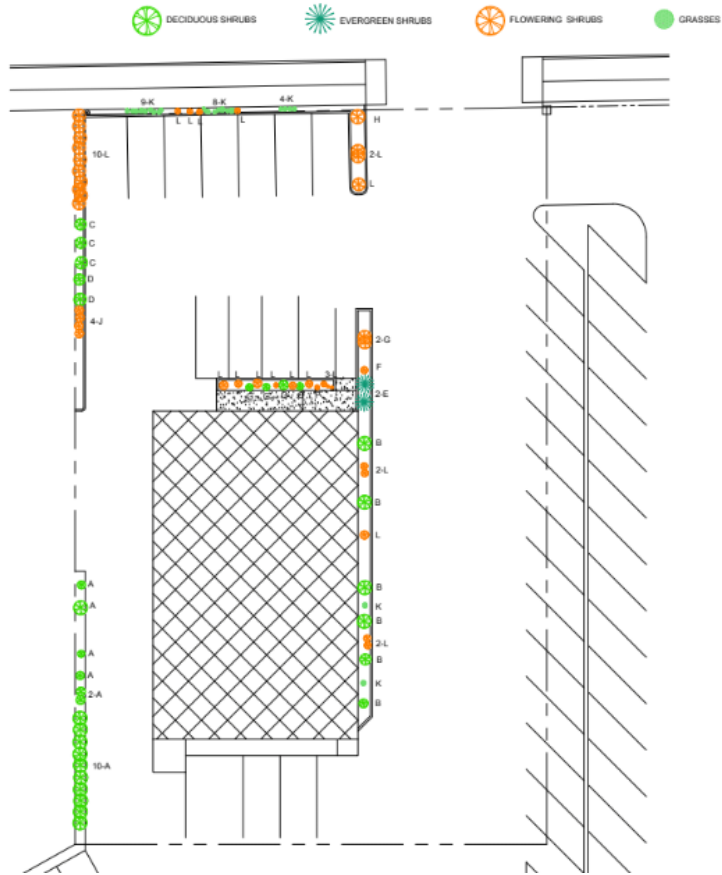
The West Allis Masonic Lodge will serve as an assembly space for Freemasons as well as a space for them to conduct fundraising for a variety of groups including: Children's Hospital, MAC Fund, and local homeless shelters. The Masonic Lodge's hours of operation will be: first and third Fridays 6pm to 10pm; second and fourth Mondays 6pm to 10pm; first and third Saturdays 10am to 4pm; and second and fourth Tuesdays 6pm to 10pm. They expect to have between 10 and 15 lodge members at meetings.

Site, Landscaping and Architectural Plans

The applicant is proposing to occupy the former Coins & Quilts space at 11037 W. Oklahoma Ave. Improvements to the building will include all HVAC systems, a new roof, an additional restroom, all new plumbing, electrical, and flooring, as well as repaving the parking lot. Renovation costs will amount to about \$245,000.



Off-street parking code requires private clubs and lodges to have 1 space for every three hundred (300) square feet of gross floor area. The proposed space has 4,100 square feet, which requires 13 off-street parking spaces. The existing lot as currently striped has 14 parking spaces available and thus meets demand of the off-street parking requirement. The applicant is proposing to add various shrubs and grasses around the property. Staff believes that the landscaping plan is adequate.



Recommendation: Recommend Common Council approval of the Application for a Special Use Permit for West Allis Masonic Lodge, a proposed place of assembly, to be located at 11037 W. Oklahoma Ave., and approval of the Site, Landscaping and Architectural Plans for a proposed place of assembly, to be located at 11037 W. Oklahoma Ave., submitted by David Secor (Tax Key No. 523-9986-004), subject to the following conditions:

(Items 1 through 2 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. Removal of the existing “drive thru” sign in front of the building.

2. Common Council approval of the Special Use Permit (scheduled for September 1, 2020) and applicant's acknowledgement signature on the Special Use Resolution being submitted to the Clerk's Office.

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

3. Signage plan being provided for staff review and approval.
4. 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.



STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, August 26, 2020
6:00 PM
Virtual Meeting

7. **Site, Landscaping and Architectural Plans for Curative Care Network, a proposed warehouse building, to be located at 1647 S. 101 St., submitted by Candace Hennessy (Tax Key No. 449-9999-010).**

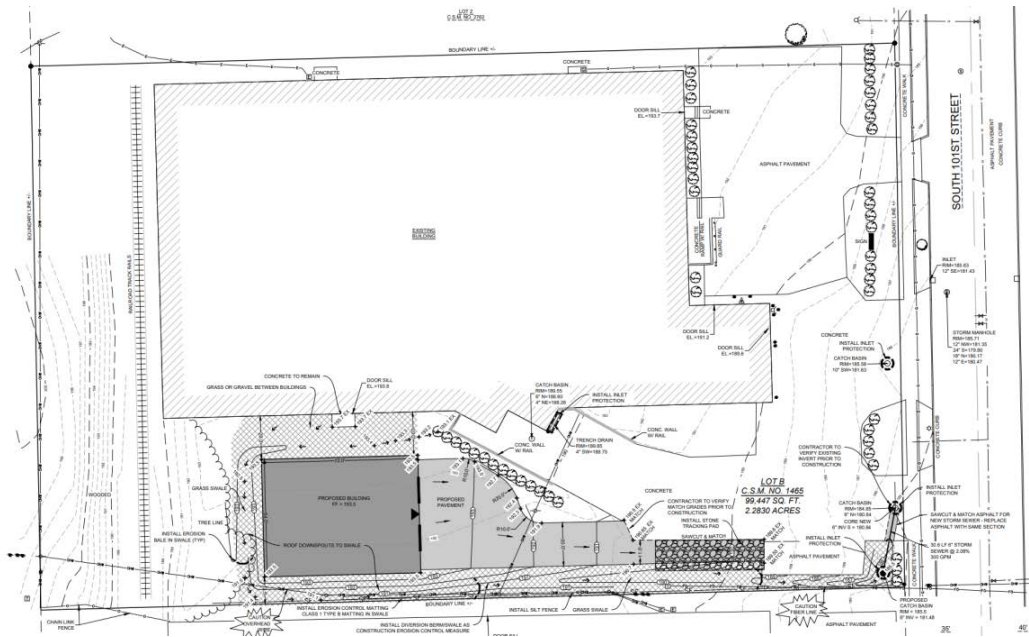
Overview and Zoning

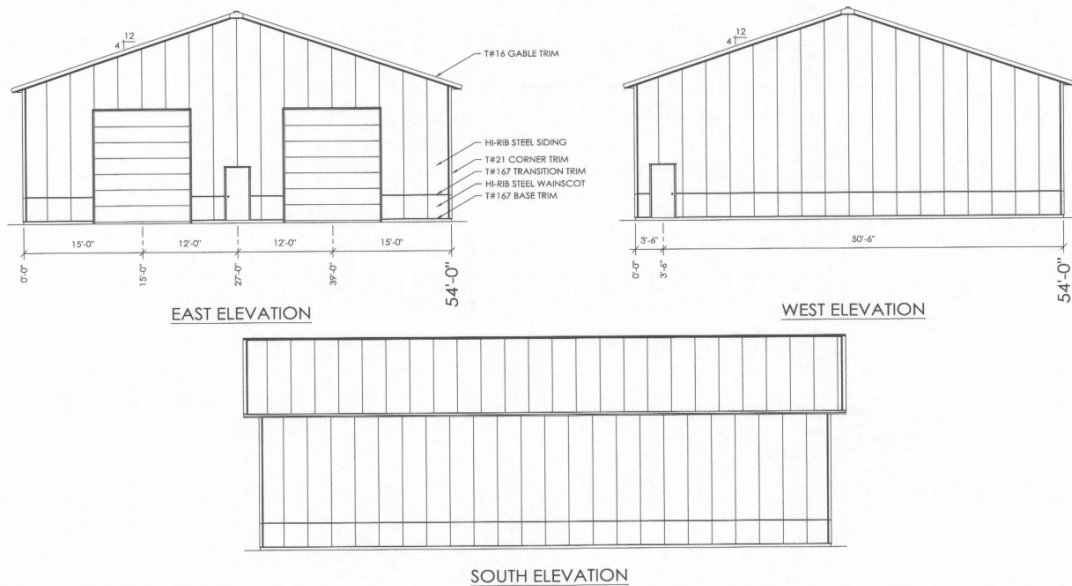
Curative Care Network is an existing light packaging and assembly business with an occupancy permit approved on October 1, 1996. The property is zoned M-1, Industrial District. The use is considered light industrial.



The proposal before Plan Commission is to add a second 3,888 sf building just south of the existing building. Construction materials include corrugated steel siding on the exterior of the new building. New pavement will extend from the existing concrete pad to the east entrance of the new building. Existing gravel surface between the existing building and the new storage building will be converted to greenspace.

The addition of the second building still keeps the property under the 1.5 Floor to Area Ratio required for M-1. The plans show that the applicant intends to install a catch basin on the southern boundary of the property. Staff would like to see an updated landscaping plan with vegetation around and within the catch basin.





The existing property offers 22 parking stalls. S. 101 St. offers some additional on street parking spaces if needed, but the zoning code states that manufacturing uses require one parking space per every 1,500 square feet of gross floor area. The combined total building area is about 41,100 square feet, which means that the property requires 27 parking spaces. Additional space for parking is available on site, but staff does not recommend implementing simply for the sake of meeting the code. Update plans will show the additional parking area as provisional area if needed.

Revised plans will be shared at the meeting to show windows being added on the east façade, color details/options, and an awning over the front door.

Recommendation: Approval of the Site, Landscaping and Architectural Plans for Curative Care Network, a proposed warehouse building, to be located at 1647 S. 101 St., submitted by Candace Hennessy (Tax Key No. 449-9999-010).

(Items 1 is 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. Revised Site, Landscaping, Screening and Architectural Plans being submitted to and approved by the Department of Development to show the following: (a) elevations that include color detail; (b) a reference to any exterior lighting; (c) provisional parking area being shown; (d) consideration of adding a rain garden within the proposed grass bio-swale area. Contact Tony Giron, Planner at (414) 302-8469 with further questions.

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

2. 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.



**STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, August 26, 2020
6:00 PM
Virtual Meeting**

8. **Site and Landscaping plan for the proposed reconstruction of the existing We Energies Bluemound Training Center parking lot on property located at 306-330 S. 116 St. submitted by Greg Calhoun of Ruekert & Mielke and Ryan Lee of We Energies (Tax Key No. 414-9993-002).**

Overview and Zoning

We Energies Bluemound Training Center, total project area is 5.83 Acres.

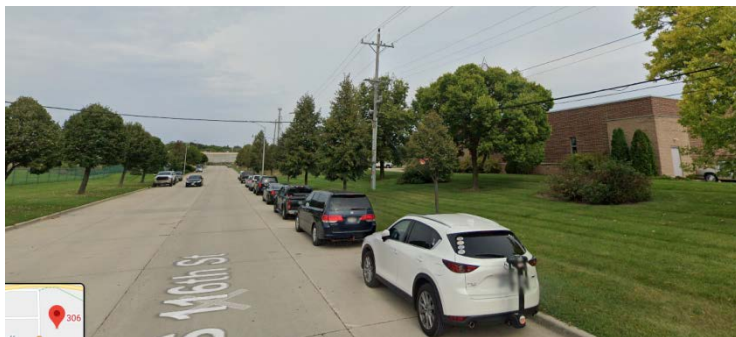
The property is zoned manufacturing and the current use of the property is a training center for We Energies employees, and it will continue to be used as such after this project.

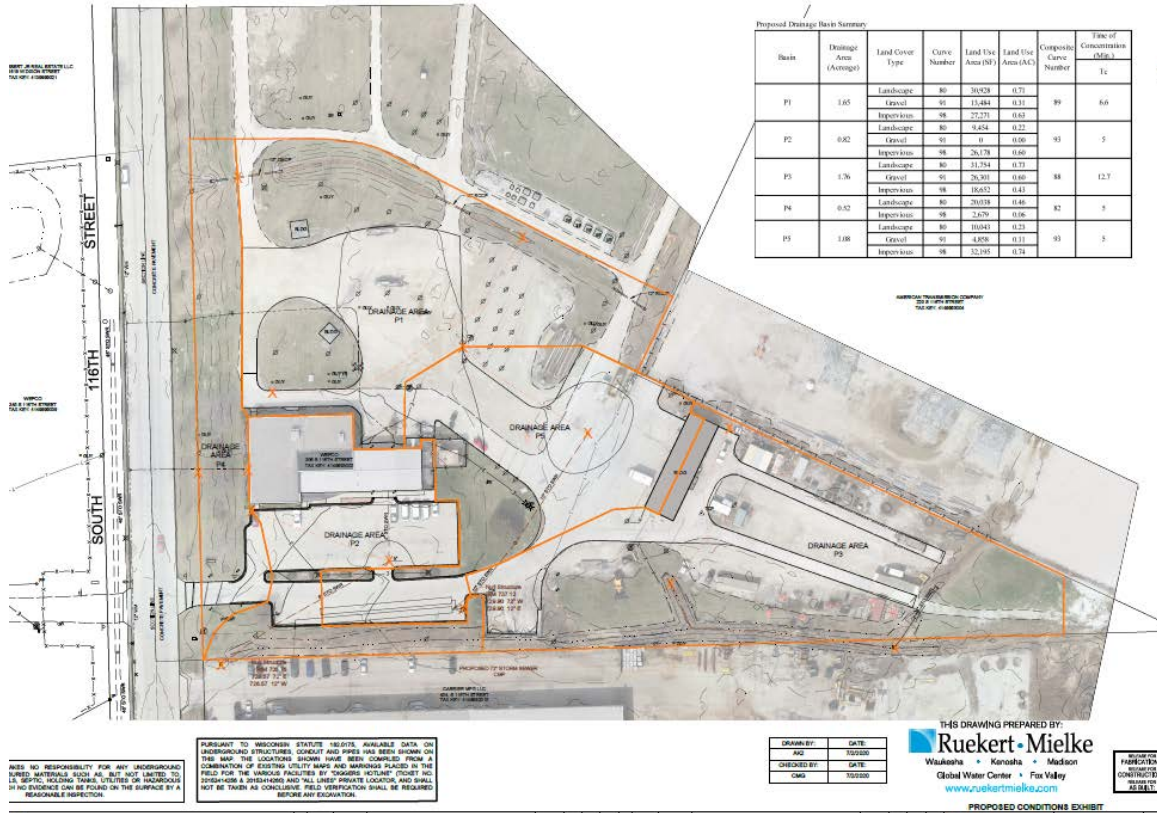


Project Background

The We Energies Bluemound Training Center project is a reconstruction of approximately 99,500 sq. ft. (2.3 Acres) of existing asphalt pavement parking areas, and existing gravel training and storage areas. All reconstructed areas are proposed to be paved with new asphalt pavement, and there will be no increase of impervious areas on the site. Civil and Site/Landscaping plans have been submitted by the applicant. Green space areas currently exist on the site, and while no additional landscaping has been proposed as part of this project, staff notes that the existing vegetative buffer along S. 116th St. is sufficient including street trees and landscaping..

The project disturbs greater than 2 acres, but increases less than 1/2 acre of impervious area. We Energies stormwater plan is under review for compliance with West Allis' Post-Construction Storm Water Management ordinance and Chapter 13 of MMSD's ordinance standards.





Recommendation: Approval of the Site and Landscaping plan for the proposed reconstruction of the existing We Energies Bluemound Training Center parking lot on property located at 306-330 S. 116 St. submitted by Greg Calhoun of Ruekert & Mielke and Ryan Lee of We Energies (Tax Key No. 414-9993-002) subject to satisfaction of any remaining stormwater management items, contact Mike Romens, City Plumber at (414) 302-8413 with any questions.



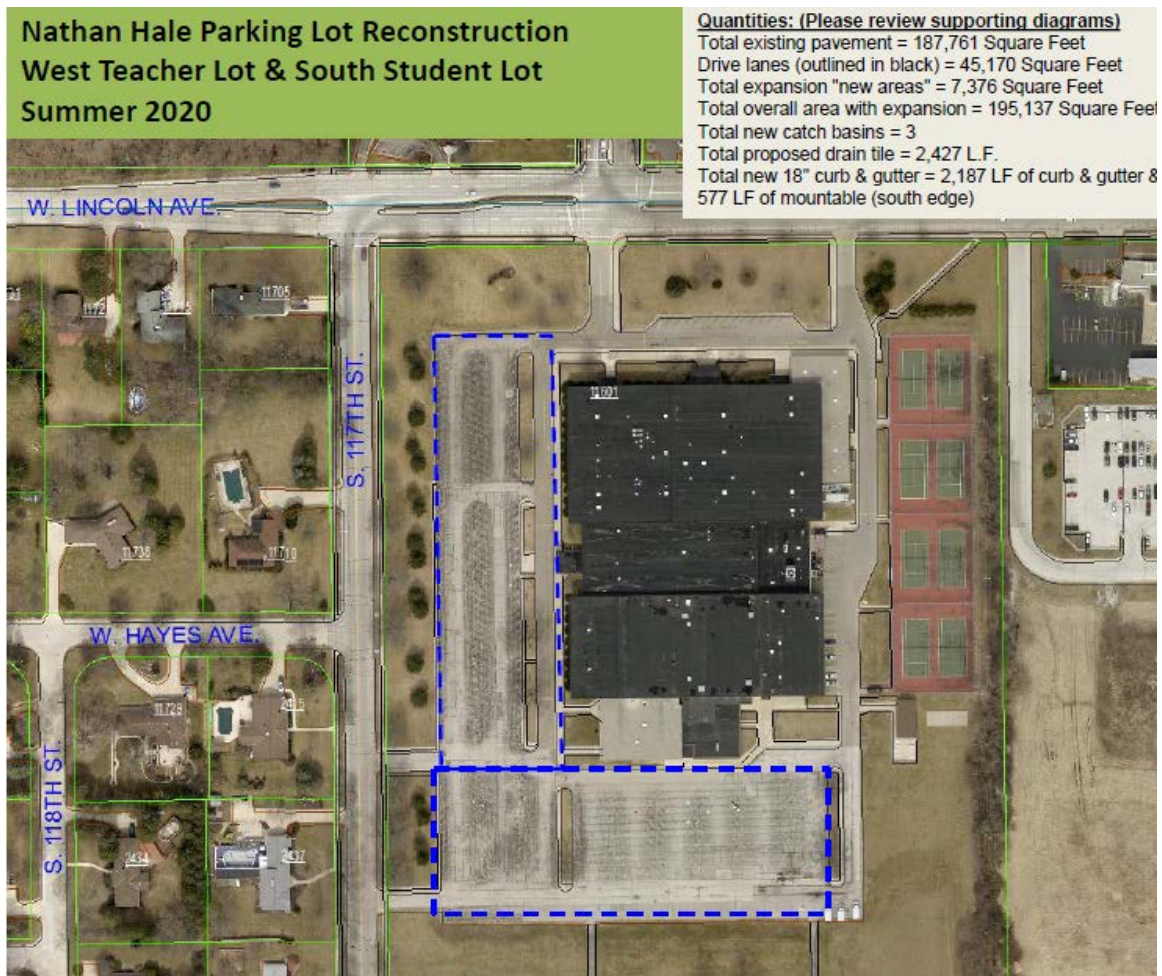
**STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, August 26, 2020
6:00 PM
Virtual Meeting**

9. **Site and Landscaping plan for the proposed reconstruction of the existing Nathan Hale Parking lot on property located at 11601 W. Lincoln Ave. submitted by Steve Eichman, West Allis West Milwaukee School District (Tax Key No. 483-9999-002).**

Overview and Zoning

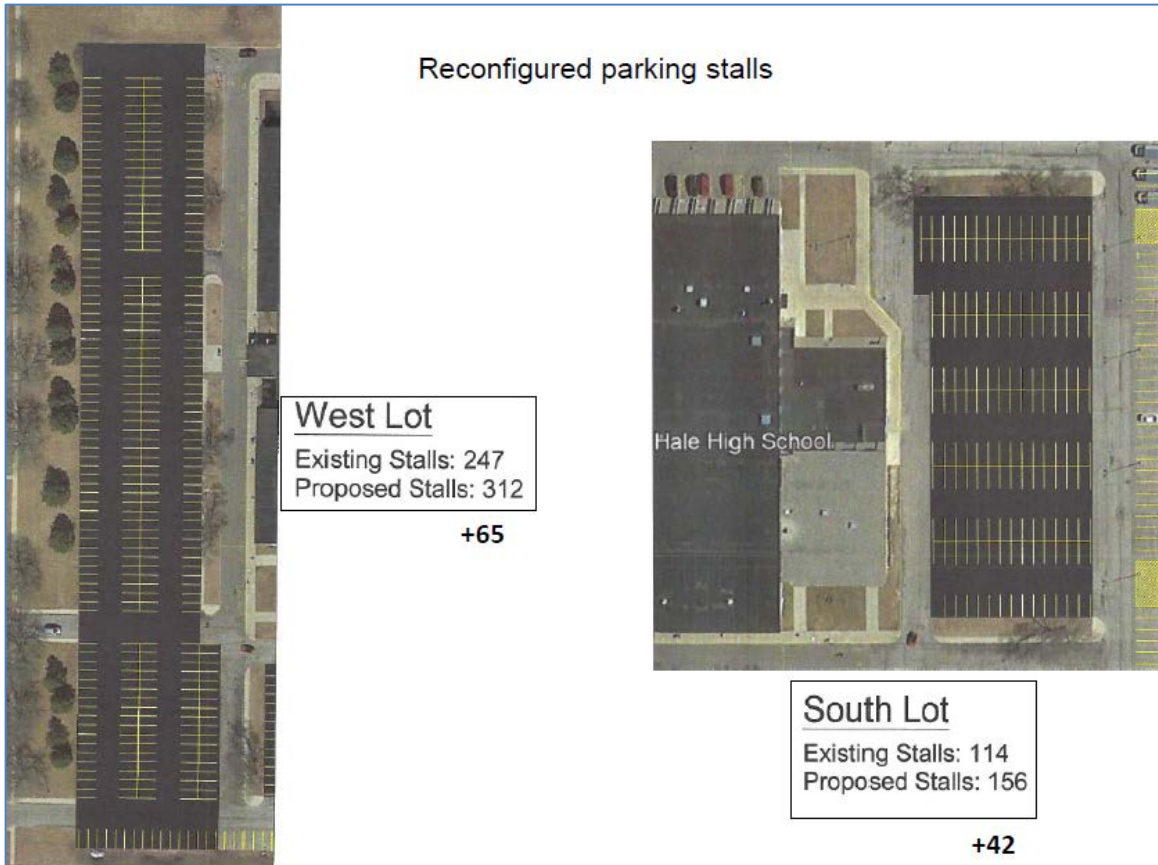
Paving permits and site changes trigger site and landscaping review.

The school district is removing and replacing 195,137-sf of existing paved area and replacing it. As part of the scope of work the angled parking configuration is changing to a 90 degree or perpendicular pattern, new curb and gutter, catch basins and drain tile. The existing landscaping islands along the west side of the building (drop off lane area) and within the south parking lot area will remain.



Site, landscaping and stormwater

Reconfiguring the parking lot layout from an angle stalls to a 90 degree perpendicular



configuration results in some additional parking stalls without increasing the footprint of the paved area. As part of the reconfiguration, staff has worked with the school district to install some additional landscaping within the parking lot and on the perimeter of the parking lot. Details will be shared at the meeting, but options include landscaping at the end caps of the south end of the west parking lot, or a larger island located within the center/double row of parking. Additionally 3 new evergreen trees along the north end perimeter of the west parking lot (fronts W. Lincoln Ave.).

Stormwater Management. A stormwater management plan is required given the disturbance of over 2 acres of land (MMSD requirement) and drainage areas of over 1 acre (DSPA Requirement). Disturbance of land is considered to be removal of topsoil down to or below the subsoil level. (1-acre equals 43,560 square feet)

The school district has hired a civil engineer to designed per the requirements of the agencies listed above and submitted the plan to the City of West Allis for local approval and forwarding to MMSD for their final approval as soon as possible.

Recommendation: Approval of the Site and Landscaping plan for the proposed reconstruction of the existing Nathan Hale Parking lot on property located at 11601 W. Lincoln Ave. submitted by Steve Eichman, West Allis West Milwaukee School District (Tax Key No. 483-9999-002), subject to the following conditions:

1. Revised site and landscaping plan being submitted to the Department of Development to show the following: (a) additional 3 evergreens trees along the north end of the west parking lot; (b) add landscaping islands on south endcaps of the reconfigured west lot, or add one large landscaping island on the south end of the west lot; (c) key being provided to delineate species, quantities and sizes; (d) Lighting plans to show parking lot lighting photometric plan, light fixture and pole details, full cut off light fixtures to limit splay beyond property lines. Contact Steve Schaer, Manager of Planning and Zoning with questions (414) 302-8466.
2. Storm water management plan to satisfy: Requirements from the Milwaukee Metropolitan Sewage District (Chapter 13), State of Wisconsin DNR (NR51), State of Wisconsin Uniform Plumbing Code (DSPA Chapters SPS381- 387), and the City of West Allis Ordinances. Contact Mike Romens, City Plumber, with further questions (414) 302-8413.

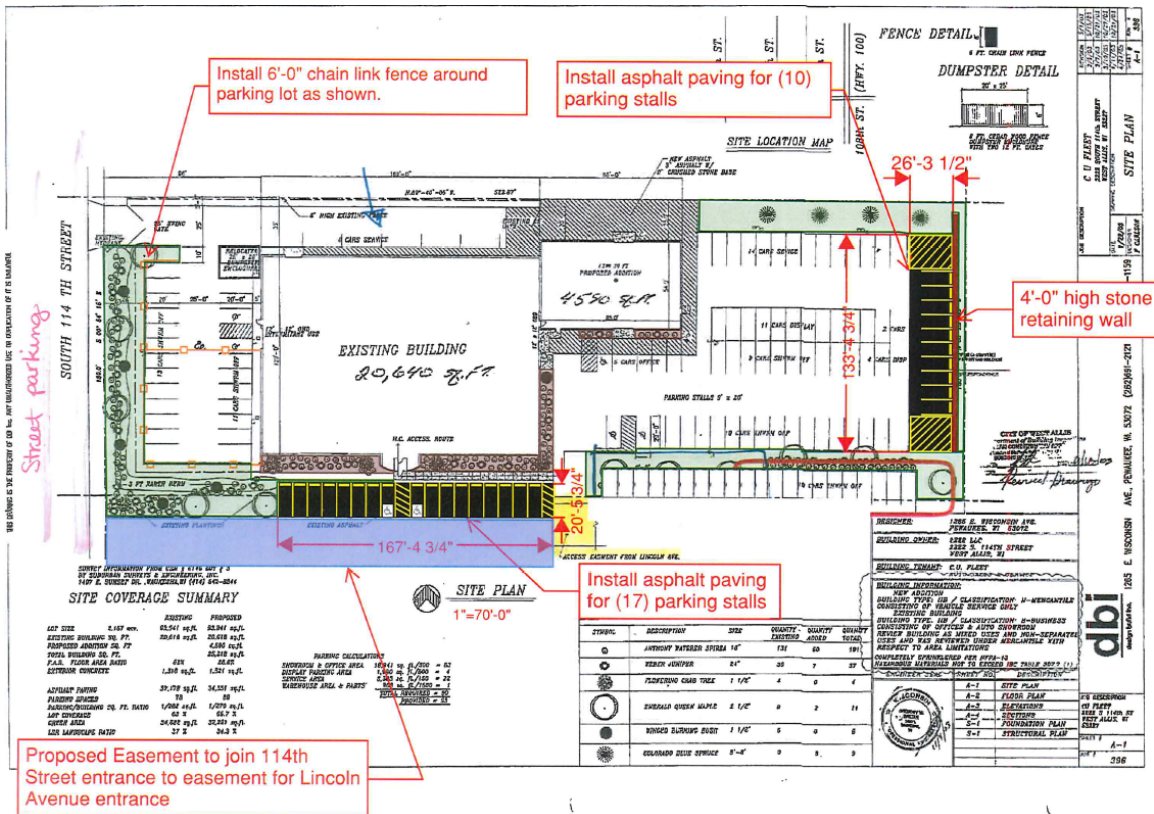


STAFF REPORT
WEST ALLIS PLAN COMMISSION
 Wednesday, August 26, 2020
 6:00 PM
 Virtual Meeting

10. **Site and Landscaping plan for proposed business relocation and site changes to the property located at 2222 S. 114 St. submitted by Terry Bartmann of Roman Electric. (Tax Key No. 481-9991-013).**

Overview and Zoning

Roman Electric has an offer to purchase the existing 2.1 acre property located at 2222 S. 114 St. which is just north of W. Lincoln Ave. The building is currently owned by Easter Seals of SE WI, who is downsizing and will be moving. The existing building is about 26,000-sf in area and zoned M-1 Manufacturing District. Roman Electric's proposed use is considered light industrial. Roman Electric has 86 service staff vehicles that will frequent the site daily along with another 22 full time office employees requiring parking on site and access to the building throughout the day. There are 85 parking stalls on site currently.



Site and Landscaping plan

With their planned purchase of the property, Roman Electric is proposing the following changes to the site:

1. The addition of 27 parking stalls on the south (17) side of the property and on the east side (10) of the property. To mitigate for the loss of existing greenspace, the new parking area on the south side of the building will feature permeable pavers to reduce runoff from the site.
2. An existing parking lot on the west side of the building will be converted to an outdoor storage area for trailers, a bobcat and related equipment. The outdoor storage area will be screened from view with a 6-ft tall slatted chain link fence to match the existing fence on the north property line. Additional landscaping will also be added around the outdoor area as well.
3. New landscaping infill will be added around the new outdoor storage area, along the south property line of the east parking lot and along the far east side of the property. A new 4-ft tall retaining wall will also be added on the far east side of the site to mitigate the some existing grade difference with the addition of new parking.
4. An updated cross access agreement is being pursued with the property owner to the south. While one currently exists it will need to be amended to access the new south parking area.

The site currently offers about 20% greenspace. With the proposed changes and addition of new parking areas, the site will feature about 16% greenspace. The site design guidelines recommend at least 10%.

No architectural changes are proposed on the exterior of the building. Interior floor plan changes include converting existing Easter Seals adult daycare/activity area to additional office for Roman Electric, along with additional conversion of space to shop and internal storage areas. The existing garage on the east side of the property will continue to function as a garage and shop area and where 2-3 larger commercial trucks would be parked when not in use.

Recommendation: Approval of the Site and Landscaping plan for proposed business relocation and site changes to the property located at 2222 S. 114 St. submitted by Terry Bartmann of Roman Electric. (Tax Key No. 481-9991-013), subject to the following conditions:

1. Revised site and landscaping plan being submitted to the Department of Development to show the following: (a) a site and landscaping plan to specify additional landscaping on site, a landscaping key, permeable paver details, removal of connex/storage boxes from the plan, outdoor storage delineated on plan and parking stall and aisle dimensions; (b) parking lot lighting updates being submitted; (c) fence details being shown on plan. Contact Steve Schaer, Manager of Planning and Zoning with questions (414) 302-8466.
2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval.
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.
4. Cross access agreements between property owners being shared with the City for reference.