



# City of West Allis

## Meeting Minutes

### Plan Commission

7525 W. Greenfield Ave.  
West Allis, WI 53214

---

Wednesday, August 28, 2019

6:00 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

---

#### REGULAR MEETING

#### A. CALL TO ORDER

*The meeting was called to order at 6:04 p.m. in Room 128*

#### B. ROLL CALL

**Present** 6 - Mr. Wayne Clark, Mr. Brian Frank, Mr. Jon Keckeisen, Ms. Amanda Nowak, Mr. Eric Torkelson, and Mr. David Raschka  
**Excused** 1 - Mr. Tom Rebstock

#### Staff

Steve Schaer, AICP, Manager of Planning and Zoning  
Katie Bennett, Planner  
Tony Giron, Planner  
Cory Clark, Planning Intern

#### Others Attending

Tom Wachowiacz, Sheri Pope, Nelson Luna, Kevin Donnelly, Dan Roskopf

#### C. APPROVAL OF MINUTES

1. [19-0503](#) July 24, 2019 (draft minutes)

Attachments: [July 24, 2019 \(draft minutes\)](#)

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

#### D. NEW AND PREVIOUS MATTERS

2. [19-0513](#) Application for a Special Use Permit for Cream City Print Lounge, a proposed instructor-led print studio, to be located at 8010 W. National Ave.

Attachments: [Cream City Print Lounge \(SUP\)](#)

*Tony Giron, Planner, presented.*

*The applicant will initially start as a retail use, eventually phasing into an instructor-led class space for over 15 persons (which is what initiates the Special Use Permit).*

*Discussion ensued with questions being answered by staff.*

**Recommendation:** Recommend approval of the Application for a Special Use Permit for

*Cream City Print Lounge, a proposed instructor-led print studio, to be located at 8010 W. National Ave., subject to Common Council approval of the Special Use Permit (scheduled for September 3, 2019) and applicant's acknowledgement signature on the Special Use Resolution being submitted to the Clerk's Office.*

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

**3A. [19-0528](#)**

Application for a Special Use Permit for WA Community Child Care, LLC, an existing daycare, to be re-located at 6330 W. Greenfield Ave.

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

**3B. [19-0514](#)**

Site, Landscape and Architectural Plans for WA Community Child Care, LLC, an existing daycare, to be re-located at 6330 W. Greenfield Ave., submitted by Thomas Wachowiacz (Tax Key No. 439-0400-001)

**Attachments:** [WA Community Child Care \(SUP-SLA\)](#)

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

*Wayne Clark stated there are a couple of items from previous years that have not been completed as yet, such as parking lot additions and awnings, and questioned what this suggested to staff.*

**Recommendation:** *Recommend Common Council approval of the Application for a Special Use Permit for WA Community Child Care, LLC, an existing daycare, to be re-located at 6330 W. Greenfield Ave., and approval of the Site, Landscape and Architectural Plans for WA Community Child Care, LLC, an existing daycare, to be re-located at 6330 W. Greenfield Ave., submitted by Thomas Wachowiacz. (Tax Key No. 439-0400-001), subject to the following conditions:*

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

- 1. Revised Site, Landscaping, and Architectural Plans being submitted to the Department of Development to show the following: (a) removal of the front courtyard playground option; (b) fencing and equipment details for the playground area; (c) parking area in the northeast corner of the lot; (d) note that awnings will be installed prior to the daycare occupying the building. Contact Katie Bennett, Lead Planner at 414-302-8463.*
- 2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Katie Bennett, Lead Planner at 414-302-8463.*
- 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 Katie Bennett, Lead Planner at 414-302-8463.*

4. *A written description of efforts made to engage condominium residents in the process, any concerns identified, and any efforts made to address those concerns.*
5. *Common Council approval of the Special Use Permit (scheduled for September 3, 2019) 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)*

6. *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.*

## Passed The Block Vote

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

6. [19-0517](#) Site, Landscaping and Architectural Plans for Donnelly Chiropractic, an existing chiropractic facility located at 7301 W. National Ave., submitted by Kevin Donnelly, d/b/a Donnelly Chiropractic (Tax Key No. 453-0551-001)

**Attachments:** [Donnelly Chiropractic \(SLA\)](#)

*This item was taken out of order as the applicant's for items 4-5 were not present.*

*Cory Clark presented.*

*Discussion ensued with questions being answered by staff.*

**Recommendation:** *Recommend approval of the Site, Landscaping and Architectural Plans for Donnelly Chiropractic, an existing chiropractic facility, located at 7301 W. National Ave., submitted by Kevin Donnelly, d/b/a Donnelly Chiropractic (Tax Key No. 453-0551-001), subject to the following conditions:*

*(Items 1 thru 3 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by Plan Commission. Contractors applying for permits should be advised accordingly.)*

1. *Revised Site, Landscaping, Screening and Architectural plans being submitted to and approved by the Department of Development to show the following: (a) updated plans to detail the scope of required repair work to the site and building; (b) landscaping details for the east and west sides of the facility to be indicated on the revised plans; (c) a schedule for implementation of the recommended site, landscaping and architectural improvements be submitted and approved by the Department of Development.*
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 414-302-8466.*
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.*

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

4. *A signage plan being submitted to the Department of Development for approval.*
5. *Compliance with Section 2814 of the City's Policy and Procedures Manual relative to that policy as it relates to the replacement and repair to City walkways of damaged or defective (if any) abutting sidewalk.*

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

7. [19-0518](#)

Site, Landscape and Architectural Plans for site and architectural changes to the existing bank building located at 10725 W. National Ave., submitted by Tim Dively of Peoples State Bank and Nelson Luna of the Redmond Group (Tax Key No. 519-0001-014)

**Attachments:** [Peoples Bank \(SLA\)](#)

*Discussion ensued with questions being answered by staff.*

*Wayne Clark stated the key item will be maintaining the landscaping.*

*Mr. Luna of the Redmond Group confirmed he will pass along the message and agrees with staff's amended recommendation 1(a)(b), to accept the applicant's landscape proposal, but with 3 more trees in the new east landscaping area. The existing guard rail and chain-link fence are not on the subject property, so item 1(b) was struck from the recommendation. The plan is to start construction in October - November of 2019.*

**Recommendation:** Recommend approval of the Site, Landscape and Architectural Plans for site and architectural changes to the existing bank building located at 10725 W. National Ave., submitted by Tim Dively of Peoples State Bank and Nelson Luna of the Redmond Group (Tax Key No. 519-0001-014) subject to the following conditions being satisfied:

(Items 1-3 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by Plan Commission. Contractors applying for permits should be advised accordingly.)

1. Revised Site, Landscaping, Screening and Architectural Plans being submitted to show: (a) the proposed landscaping area on the east side of the site to include **at least 3 additional infill trees and landscaping being noted**. Provide dimensions on the site plan with respect to the width of the landscaping bed and a curb detail; ~~(b) confirmation on the location of the guardrail on east boundary. If located on site the guardrail should be removed;~~ (c) additional landscaping details of replenishing existing landscaping areas on site. Contact Steve Schaer, Planning Manager at 414-302-8460 with questions.
2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Steve Schaer, Planning Manager at 414-302-8460.
3. A surety bond or other form of security as required under Sec. 12.13(14) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. The security form shall be submitted to and approved by the Department of Development, relative to the cost estimate as determined in Condition #2. Contact Steve Schaer, Planning Manager at (414) 302-8460.

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

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

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

8. [19-0519](#) Signage Plan for temporary signage for Spirit Halloween, a proposed Halloween and costume store, to be located at 11135 W. National Ave., submitted by Spirit Halloween (Tax Key No. 520-9965-036).

Attachments: [Spirit Halloween - \(Signage\)](#)

*Discussion ensued with questions being answered by staff.*

**Recommendation:** *Recommend approval of the Signage Plan for temporary signage for Spirit Halloween, a proposed Halloween and costume store, to be located at 11135 W. National Ave., submitted by Spirit Halloween. (Tax Key No. 520-9965-036).*

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

4. [19-0515](#) Site, Landscape and Architectural Plans for proposed building renovations to the existing building located at 1959 S. 54 St., submitted by Jerman Ruiz and Arturo Guzman of Ideal Express and Luis Barbosa, BMR Design Group, Architect (Tax Key No. 474-0036-001)

Attachments: [Ideal Express \(SLA\)](#)

*Items 4-5 were taken out of order as the applicants were not present.*

*Discussion ensued with questions being answered by staff.*

**Recommendation:** *Approval of the Site, Landscape and Architectural Plans for proposed building renovations to the existing building located at 1959 S. 54 St., submitted by Jerman Ruiz and Arturo Guzman of Ideal Express and Luis Barbosa, BMR Design Group, Architect subject to the following conditions:*

*(Items 1-3 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by Plan Commission. Contractors applying for permits should be advised accordingly.)*

1. *Revised Site, Landscaping, Screening and Architectural Plans being submitted to and approved by the Department of Development to show the following: (a) apply for a business occupancy permit and include a summary description of business operations; (b) delineate usage of all floor plan areas on plan; (c) install windows in place of proposed block to avoid blank wall space; (d) on the east side of the building near the entrance/lobby install new storefront windows in this area (currently glass block); (e) delineate usage of first floor areas; (f) confirm removal of exterior window and door shutters on the building and provide exterior façade color details (inclusive of any masonry block, proposed treatment of downspouts, awning, window frames, new exterior balcony, metal structural lifts behind building); (g) plans shall indicate repair or replacement work to the front staircase and railing (east side of*

building); (h) details being noted relative to refuse location on site. If located outdoors, a 4-sided refuse enclosure shall be installed. Provide details of the screening method; (i) any new exterior lighting planned shall be shown on a plan including fixture type, location and photo metrics; (j) a schedule for implementation of the proposed improvements; (k) signage permit and plans being submitted to the Department of Development for review. Contact Steve Schaer, Planning Manager at 414-302-8460 with questions.

2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Steve Schaer, Planning Manager at 414-302-8460.
3. A surety bond or other form of security as required under Sec. 12.13(14) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. The security form shall be submitted to and approved by the Department of Development, relative to the cost estimate as determined in Condition #2. Contact Steve Schaer, Planning Manager at (414) 302-8460.

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

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

5. [19-0516](#) Site, Landscaping and Architectural Plans for façade improvements at 1917 S. 60 St., submitted by Victoria Bell d/b/a Bell Properties (Tax Key No. 475-0028-000)

Attachments: [Facade Improvement \(SLA\)](#)

*Katie Bennett presented.*

*This item was held to allow staff to work with the applicant to improve the design and quality of restoration to the property.*

**This matter was Held**

## **E. ADJOURNMENT**

*The Mayor advised the Plan Commission that Erin Hirn has resigned from the Plan Commission as she is moving/new job.*

*There being no other business, a motion was made by Wayne Clark and seconded by Jon Keckeisen to adjourn the Plan Commission meeting at 6.38 p.m.*

*The motion carried unanimously.*



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.

**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.