



# City of West Allis

## Meeting Minutes

### Plan Commission

7525 W. Greenfield Ave.  
West Allis, WI 53214

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Wednesday, June 28, 2023

6:00 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

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#### REGULAR MEETING

#### A. CALL TO ORDER

#### B. ROLL CALL

**Present** 7 - Wayne Clark, Brian Frank, Eric Torkelson, Jessica Katzenmeyer, Dan Devine,  
Brandon Reinke, Kathleen Dagenhardt  
**Excused** 1 - David Raschka

#### Others Attending

Representatives from the Eye Care specialists Clinic, Caribou Coffee and GeoTest.

#### Staff

Steve Schaer, AICP, Manager of Planning and Zoning  
Zac Roder, AICP, Lead Planner  
Jack Kovnesky, Planner

#### C. APPROVAL OF MINUTES

1. [23-0406](#) May 24, 2023

**Attachments:** [May 24, 2023 \(draft minutes\)](#)

Torkelson moved to approve this matter, Katzenmeyer seconded, motion carried.

#### D. NEW AND PREVIOUS MATTERS

2. [23-0419](#) Certified Survey Map to split the existing parcel at 10200 W. National Ave. into 2 parcels. (Tax Key No. 485-9990-013)

**Attachments:** [\(CSM\) 10200 W National Ave](#)

Zac Roder presented.

**Recommendation:** Approve the Certified Survey Map to split the existing parcel at 10200 W. National Ave. into 2 parcels. (Tax Key No. 485-9990-013) subject to the following conditions:

1. Removal of the minimum 25' setback restriction from 1970 and the defunct no-build line.
2. Common Council approval subject to minor technical corrections.

Raschka moved to approve this matter as stated in the staff report, Dagenhardt seconded, motion carried.

3. [23-0420](#) Site, Landscaping, and Architectural Design Review for Eye Care Specialists Clinic, a proposed Medical Clinic, at 10200 W. National Ave. (Tax Key No. 485-9990-013)

**Attachments:** [\(SLA\) Eye Care Specialists - 10200 W National Ave.](#)

Zac Roder presented.

Applicant has filed an appeal with the Board of Appeals.

Staff supports the variance.

Dave Raschka stated that the refuse enclosure should be of the same materials.

**Recommendation:** Approve the Site, Landscaping, and Architectural Design Review for Eye Care Specialists Clinic, a proposed Medical Clinic, at 10200 W. National Ave. (Tax Key No. 485-9990-013) subject to the following conditions:

1. Common Council approval of a Certified Survey Map to split parcel into 2 lots.
2. Application being made to the Board of Appeals for consideration and approval of a (5-ft) variance within the front yard setback area.
3. Revisions to Site, Landscaping, and Architectural plans showing a) addition of one (1) bicycle parking rack; b) addition of a bench near the front entrance; c) align sidewalk to meet Caribou Coffee's along the south property line; d) realign mid-parking lot landscaping islands and pedestrian walkway so the sidewalk runs through the landscaping island.
4. Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Code Enforcement Department by a registered Civil Engineer. A stormwater permit must be obtained from the City Building Inspector. Contact Mike Romens, Building Inspector, at 414-302-8413.
5. Approval of Traffic Impact Analysis and, if necessary, other minor modifications by the City Engineer.
6. Planned work or modifications within City right-of-way shall be coordinated with City Engineering. Driveway permits being applied for and obtained through City Engineering for any modifications. Contact Greg Bartelme (414) 302-8367.

**Dagenhardt moved to approve this matter, Frank seconded, motion carried.**

- 4A. [23-0421](#) Conditional Use Permit for Caribou Coffee, a proposed Restaurant with accessory drive-through service, at 10200 W. National Ave.

**Frank moved to approve the Consent Agenda, items #4A & #4B, Torkelson seconded, motion carried on a consent vote.**

- 4B.** [23-0422](#) Site, Landscaping, and Architectural Design Review for Caribou Coffee, a proposed Restaurant with accessory drive-through service, at 10200 W. National Ave. (Tax Key No. 485-9990-013)

**Attachments:** [\(CUP-SLA\) Caribou Coffee - 10200 W National Ave.](#)

Jack Kovnesky presented.

This item will go to Common Council on July 18, 2023, for a Public Hearing.

**Recommendation:** Approve the Site, Landscaping, and Architectural Design Review for Caribou Coffee, a proposed Restaurant with accessory drive-through service, at 10200 W. National Ave. (Tax Key No. 485-9990-013) subject to the following conditions:

1. Common Council approval of the Conditional Use Permit.
2. Common Council approval of a Certified Survey Map to split parcel into 2 lots.
3. Revisions to Site, Landscaping, and Architectural plans showing a) additional landscape plantings along the north side of the property; b) scale drawings of landscape beds; c) landscaping species plan approved by City Forestry; d) sidewalk alignment for connection with property to the north.
4. Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Code Enforcement Department by a registered Civil Engineer. A stormwater permit must be obtained from the City Building Inspector. Contact Mike Romens, Building Inspector, at 414-302-8413.
5. Approval of Traffic Impact Analysis and, if necessary, other minor modifications by the City Engineer included alternate location for proposed water lateral.
6. Planned work or modifications within City right-of-way shall be coordinated with City Engineering. Driveway permits being applied for and obtained through City Engineering for any modifications. Contact Greg Bartelme (414) 302-8367.

### Passed The Block Vote

**Frank moved to approve the Consent Agenda, items #4A & #4B, Torkelson seconded, motion carried on a consent vote.**

- 5A.** [23-0423](#) Conditional Use Permit for Automotive Vision Designs, a proposed Light Motor Vehicle Service use, at 11133 W. Rogers St.

**Raschka moved to hold/table items #5A & #5B, Torkelson seconded, motion carried by consent vote.**

- 5B.** [23-0424](#) Site, Landscaping, and Architectural Design Review for Automotive Vision Designs, a proposed Light Motor Vehicle Service use, at 11133 W. Rogers St. (Tax Key No. 481-9997-008)

**Attachments:** [\(CUP-SLA\) Automotive Vision Designs - 11133 W Rogers St.](#)

Jack Kovnesky presented.

There are current code violations that need to be addressed.

The committee recommended this be held/tabled and brought back for review at the July meeting.

**Recommendation:** Approve the Site, Landscaping, and Architectural Design Review for Automotive Vision Designs, a proposed Light Motor Vehicle Service use, at 11133 W.

Rogers St. (Tax Key No. 481-9997-008) subject to the following:

1. Resolution of all code violations found during December 2022 occupancy inspection. Reference inspection notes/reports in record OCC-169.
2. A basic site plan showing location of any outdoor storage and vehicle staging for the subject business.
3. Common Council approval of the Conditional Use Permit.

**Raschka moved to hold/table items #5A & #5B, Torkelson seconded, motion carried by consent vote.**

6. [23-0425](#)

Creative Sign Plan for Allis Tool & Machine Corp, an existing Industrial use, at 647 S. 94 Pl. (Tax Key No. 416-2002-000)

**Attachments:** [\(SIGN\) Allis Tool - 647 S 94 Pl.](#)

Jack Kovnesky presented.

**Recommendation:** Recommend approval of the Creative Signage Plan for Allis Tool & Machine Corp, an existing Industrial use, at 647 S. 94 Pl. (Tax Key No. 416-2002-000), based on the sign's positive visual impact, unique design and imagination, strong graphic character, inventive representation of the business and logical placement, which comprehensively satisfy the requirements of the City's Sign Code Creative Sign Subsection.

**Frank moved to approve this matter, Katzenmeyer seconded, motion carried.**

7. [23-0426](#)

Creative Sign Plan for Pick N' Save, an existing General Service use, located at 6760 W. National Ave. (Tax Key No. 453-9018-000)

**Attachments:** [\(SIGN\) Pick N' Save - 6760 W National Ave.](#)

Jack Kovnesky presented.

**Recommendation:** Recommend approval of the Creative Signage Plan for Pick N' Save, an existing General Service use, at 6760 W. National Ave., (Tax Key No. 453-9018-000), based on the sign's positive visual impact, unique design and imagination, strong graphic character, inventive representation of the business and logical placement, which comprehensively satisfy the requirements of the City's Sign Code Creative Sign Subsection subject to the following conditions:

1. A Sign Plan being submitted to the Planning and Zoning Office

**Frank moved to approve this matter, Dagenhardt seconded, motion carried.**

8. [23-0427](#) Site, Landscaping, and Architectural design review for GeoTest, and existing business located at 2135 S. 116 St. (Tax Key No. 482-9999-005), submitted by Erik Madisen, Madisen Maher Architects, Inc.

**Attachments:** [\(SLA\) GeoTest - 2135 S 116 St.](#)

Steve Schaer presented.

**Recommendation:** Approval of the Site, Landscaping, and Architectural design review for GeoTest, and existing business located at 2135 S. 116 St. (Tax Key No. 482-9999-005), submitted by Erik Madisen, Madisen Maher Architects, Inc., subject to the following conditions:

(Items 1 through 4 are required to be satisfied prior to any work being done that is associated with the proposal 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) exterior color details; (b) landscaping plan being reviewed by City Forester for approval of landscaping species; (c) removal of any barb wire fencing; (d) accurate display of number of striped parking stalls on site plan, and applicable ADA parking being provided.
2. If applicable, given storm sewer connection - If any concrete work is to take place in the street right of way will need to be completed by a licensed and pre-qualified contractor within the City of West Allis. A [Street excavation permit](#) [<https://westalliswi.viewpointcloud.io/>](https://westalliswi.viewpointcloud.io/) being applied for in OpenGov prior to work beginning on connections to storm sewer.
3. Plumbing Plan review will be required. Contact Mike Romens, Plumbing Inspector at 414-302-8413.
4. Stormwater checklist being completed. Documentation and approval showing compliance with the City of West Allis Storm water Management Ordinance, to be submitted to the Building Inspections and Neighborhood Services Department by a registered Civil Engineer. A storm water permit must be obtained from the City. Contact Mike Romens, Plumbing Inspector at 414-302-8413.

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

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

**Frank moved to approve this matter, Dagenhardt seconded, motion carried.**

9. [23-0428](#) Tax Incremental District No. 19, the proposed boundaries of the District, summary of the Project Plan for the District, and conformance with the 2040 Comprehensive Plan.

**Attachments:** [\(FLU\) TID 19](#)

Steve Schaer presented.

**Recommendation:** Approval as determination that the proposed Tax Incremental District No. 19 is in conformity with the Zoning and Comprehensive Land Use Plan of the

City.

Dagenhardt moved to approve this matter, Torkelson seconded, motion carried.

- 10. [23-0430](#) Comprehensive Plan update.

This matter was Discussed.

- 11. [23-0429](#) Project Tracking update.

This matter was Discussed.

**E. ADJOURNMENT**

*There being no other business, a motion was made by Frank, seconded by Dagenhardt to adjourn at 6:49 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.

**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.