



# City of West Allis

## Meeting Minutes

### Plan Commission

7525 W. Greenfield Ave.  
West Allis, WI 53214

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Wednesday, February 22, 2023

6:00 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

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#### REGULAR MEETING (draft minutes)

#### A. CALL TO ORDER

*The meeting was called to order at 6 p.m. in Room 128, due to technical difficulties the meeting was moved and reconvened in the Art Gallery.*

#### B. ROLL CALL

- Present** 7 - Wayne Clark, Brian Frank, Eric Torkelson, Jessica Katzenmeyer, Dan Devine, David Raschka, and Rossi Manka
- Excused** 2 - Brandon Reinke (PC Alternate), and Kathleen Dagenhardt

#### Others Attending

Atty. Brian Randall

#### Staff

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

#### C. APPROVAL OF MINUTES

1. [23-0093](#) January 25, 2023

**Attachments:** [January 25, 2023](#)

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

#### D. NEW AND PREVIOUS MATTERS

8. [23-0103](#) Ordinance to Amend Section 19.01 of the West Allis Revised Municipal Code, relative to rezoning 6604-20 W. Mitchell St. from I-1 to C-3.

**Attachments:** [\(ORD\) Higgins Rezoning - 6604-20 W Mitchell St.](#)

*Atty. Randall representing Higgins, confirmed they will not sell the property.*

*Recommendation: Common Council approval of the Ordinance to Amend Section 19.01 of the West Allis Revised Municipal Code, relative to rezoning 6604-20 W. Mitchell St. from I-1 to C-3 (Tax Key No. 454-0254-002).*

**Raschka moved to hold this matter until March, Manka seconded, motion carried by the following vote:**

- Aye:** 4 - Frank, Torkelson, Raschka, and Manka
- No:** 2 - Clark, and Katzenmeyer

**2A.** [23-0095](#) Conditional Use Permit for Dunham Auto Sales, a proposed Light Motor Vehicle Sales (indoor) use, at 6047 W. Beloit Rd.

**Frank moved to approve as amended, items #2A & 2B, Torkelson seconded, motion carried.**

**2B.** [23-0096](#) Site, Landscaping, and Architectural Design Review for Dunham Auto Sales, a proposed Light Motor Vehicle Sales (indoor) use, at 6047 W. Beloit Rd. (Tax Key No. 475-0015-002)

**Attachments:** [\(CUP-SLA\) Dunham Auto - 6047 W Beloit Rd.](#)

***Recommendation:*** *Approve the Site, Landscaping, and Architectural Design Review for Dunham Auto Sales, a proposed Light Motor Vehicle Sales (indoor) use, at 6047 W. Beloit Rd. (Tax Key No. 475-0015-002) subject to the following conditions:*

*(Item 1-2 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. Common Council approval of the Conditional Use Permit.*
- 2. Submit updated plans to the Planning & Zoning office to show a) 4-sided refuse enclosure, b) removal of unnecessary post, (c) **landscape planters integrated on site along street frontage.***

**This matter was Approved as Amended.**

### **Passed The Block Vote**

**Frank moved to approve as amended, items #2A & 2B, Torkelson seconded, motion carried.**

**3A.** [23-0097](#) Conditional Use Permit for Fire Cycle Fitness, a proposed Instruction/Training (16 or more persons at one time) use, at 1468 S. 84 St.

**Clark moved to approve items #3A & #3B, Katzenmeyer seconded, motion carried.**

**3B.** [23-0098](#) Site, Landscaping, and Architectural Design Review for Fire Cycle Fitness, a proposed Instruction/Training (16 or more persons at one time) use, at 1468 S. 84 St. (Tax Key No. 452-0713-000).

**Attachments:** [\(CUP-SLA\) Fire Cycle - 1468 S 84 St.](#)

***Recommendation:*** *Approve the Site, Landscaping, and Architectural Design Review for Fire Cycle Fitness, a proposed Instruction/Training (16 or more persons at one time) use, at 1482 S. 84 St. (Tax Key No. 452-0713-000) subject to the following conditions:*

*(Item 1 is 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. Common Council approval of the Conditional Use Permit.*
- 2. New address assignment being requested of the Code Enforcement Department.*

Clark moved to approve items #3A & #3B, Katzenmeyer seconded, motion carried.

#### Passed The Block Vote

Clark moved to approve items #3A & #3B, Katzenmeyer seconded, motion carried.

4. [23-0099](#) Site, Landscaping, and Architectural Design Review for Burnham Business Center II, a proposed Light Industrial use, at 52\*\* W. Burnham St. (Tax Key No. 474-0002-001)

**Attachments:** [\(SLA\) Burnham Business Center II - 52\\*\\* W Burnham St.](#)

**Recommendation:** Hold the Site, Landscaping, and Architectural Design Review for Burnham Business Center II, a proposed Light Industrial use, at 52\*\* W. Burnham St. (Tax Key No. 474-0002-001)

**This matter was Held.**

5. [23-0100](#) Site, Landscaping, and Architectural Design Review for Storage Rentals of America, an existing Light Industrial use, at 11108 W. Lapham St. (Tax Key No. 448-9993-010)

**Attachments:** [\(SLA\) Storage Rentals of America - 11108 W Lapham St.](#)

[\(SLA\) Storage Rentals of America - Supplemental](#)

**Recommendation:** Approve the Site, Landscaping, and Architectural Design Review for Storage Rentals of America, an existing Light Industrial use, at 11108 W. Lapham St. (Tax Key No. 448-9993-010) subject to the following conditions:

(Item 1 shall be satisfied prior to the issuance of building permits)

1. Submit updated plans to the Planning & Zoning office to show (a) second set of windows on the Southern façade.

Clark moved to approve this matter, Frank seconded, motion carried.

6. [23-0101](#) Site, Landscaping, and Architectural Design Review for Joya Zam, a proposed Neighborhood Retail use, at 9611 W. Greenfield Ave. (Tax Key No. 450-0104-000)

**Attachments:** [\(SLA\) Joyas Zam - 9611 W Greenfield Ave.](#)

**Recommendation:** Approve the Site, Landscaping, and Architectural Plans for Joya Zam, a proposed Neighborhood Retail use, to be located at 9611 W. Greenfield Ave. (Tax Key No. 450-0104-000) subject to the following conditions:

(Items 1 and 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. *Revised site and landscaping plan being submitted to the Planning and Zoning Office to indicate the following:*
  - a. *Notation on the site plan to indicate removal of the parking stall on the south edge of the property and the parking stall on the concrete pad abutting Greenfield Ave.*
  - b. *Notation on the site plan to indicate the vacation of the curb cut along Greenfield Ave.*
  - c. *Any additions or changes to the landscaping plan being approved by the City Forester.*
2. *Revised architectural plan being submitted to the Planning and Zoning Office to indicate the following:*
  - a. *Removal and replacement of the glass block windows on the west façade to match the proposed adjacent windows on the front façade of the existing building.*
3. *Sign plan being submitted to the Planning and Zoning Office for any proposed signage on the building. Removal of the existing non-conforming freestanding sign will be required upon any additional signage installed.*

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

7. [23-0102](#)

Site, Landscaping, and Architectural Design Review for Boucher Lincoln, an existing Light Motor Vehicle Sales use, at 3161 S. 108 St. (Tax Key No. 523-9986-010)

**Attachments:** [\(SLA\) Boucher Lincoln - 3161 S 108 St.](#)

*Recommendation: Approve the Site, Landscaping, and Architectural Plans for Boucher Lincoln, an existing Light Motor Vehicle sales use, at 3161 S. 108th St. (Tax Key No. 523-9986-010) subject to the following conditions:*

*(Item 1 is 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. *Submit updated plans to the Planning & Zoning office to show refuse enclosures on the site.*
2. *Sign Plan is submitted to the Planning & Zoning office subject to approval by Planning & Zoning.*

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

9. [23-0104](#)

Vacation and discontinuance of a portion of public right of way along S. 55th St. Between W. Mobile St. (north) and W. Mobile St. (south).

**Attachments:** [\(VAC\) S 55 St and UPRR](#)

**Recommendation:** *Common Council approval of the Vacation and discontinuance of a portion of public right-of-way near the intersection of S. 92nd St. and W. Cleveland Ave. subject to public notice and a public hearing in accordance with State Statutes.*

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

- 10. [23-0110](#) Discussion regarding site design considerations for Dunkin’ and accessory drive-through service at 7801-19 W. Greenfield Ave.

**This matter was Discussed.**

- 11. [23-0105](#) Comprehensive Planning 2045 discussion.

**This matter was Discussed.**

- 12. [23-0106](#) Project tracking updates.

**This matter was Discussed.**

**E. ADJOURNMENT**

*There being no other business, a motion was made by Frank, seconded by Clark to adjourn at 7:55 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.