



City of West Allis

Meeting Minutes

Plan Commission

7525 W. Greenfield Ave.
West Allis, WI 53214

Wednesday, May 23, 2018

6:02 PM

City Hall, Room 128
7525 W. Greenfield Ave.

REGULAR MEETING - (Draft Minutes)

A. CALL TO ORDER

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

B. ROLL CALL

- Present** 5 - Mr. Jon Keckeisen, Mr. Jim Lisinski, Ms. Amanda Nowak, Mr. Tom Rebstock, and Mr. Eric Torkelson
- Excused** 2 - Mr. Wayne Clark, and Ms. Erin Hirn

Staff

Steve Schaer, AICP, Manager of Planning and Zoning; Trent Schultz, Planning Intern

Others Attending

Ald. Roadt, Tim Williamson, Michael Peine, David Kane, Tom Williamson,
Diane Eineichner, Colleen Volland

C. APPROVAL OF MINUTES

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

1. [18-00304](#) April 25, 2018 Draft Minutes

Attachments: [April 25, 2018 Meeting Minutes \(draft\)](#)

D. NEW AND PREVIOUS MATTERS

2. [18-00299](#) Site, Landscaping and Architectural Plans for Cream City Clay, Inc., an existing pottery studio with classes, to add second floor classroom space located at 7105 W. Greenfield Ave., submitted by Colleen Volland d/b/a Cream City Clay, Inc. (Tax Key No. 453-0059-000)

Attachments: [2 - Cream City Clay](#)

Discussion ensued with questions being answered by staff.

Eric Torkelson inquired whether there is a door exiting to the fire escape and if the lighting is appropriate. Mr. Schaer stated nothing has been indicated on their current plans.

Eric Torkelson stated he's bringing this up as a possible recommendation and safety concern. Ms. Volland confirmed this would be a possibility.

Eric Torkelson suggested further exploring item 2 of the recommendation. Mr. Schaer advised it will be further reviewed.

Recommendation: Site, Landscaping and Architectural Plans for Cream City Clay, Inc., an existing pottery studio with classes, to add second floor classroom space located at 7105 W. Greenfield Ave., submitted by Colleen Volland d/b/a Cream City Clay, Inc. (Tax Key No. 453-0059-000)

1. Revised site plan being submitted to the Department of Development to show the following: (a) An updated site plan indicating property line location with respect to the building location and proposed fire escape; (b) details of the proposed fire escape.
2. Request an amendment to the existing Grant of Privilege with approved plans being submitted by applicant to the City Attorney's Office for issuance of a Grant of Privilege for a second floor egress exterior staircase being installed on the south end of the building over alley right of way.

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

3. [18-00300](#)

Site, Landscaping and Architectural Plans for Mitchell Elementary School, an existing elementary school, located at 10125 W. Montana Ave., submitted by Thomas Williamson, of Ruckert Mielke, Inc. and Tim Williamson of the West Allis West Milwaukee School District (Tax Key No. 519-0044-000).

Attachments: [Mitchell School \(SLA\)](#)

Discussion ensued with questions being answered by staff.

Mr. Williamson of Ruckert Mielke, Inc. was representing this project, with an explanation to the committee from Mr. Schaer.

Mr. Williamson of the West Allis West Milwaukee School District recommended trying to do a 1:1 pervious to impervious area as part of the project, further explaining they are a little short of that ratio currently.

Jim Lisinski questioned why the drop off wasn't closer to the school, similar to other elementary schools in the District. Mr. Williamson advised that site issues and current bus drop off areas preclude the location of a drop off area closer to the school.

Both Mr. Williamson's addressed drainage issues and trying to pull traffic away from Cleveland Ave.

Jim Lisinski stated other schools, such as Jefferson Elementary, have drop off areas that are closer than those proposed in these plans.

Recommendation: Hold the proposed Site, Landscaping and Architectural Plans for Mitchell Elementary School, an existing elementary school, located at 10125 W. Montana Ave., submitted by Thomas Williamson, of Ruckert Mielke, Inc. and Tim Williamson of the West Allis West Milwaukee School District (Tax Key No. 519-0044-000).

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

Aye: 5 - Mr. Keckeisen, Mr. Lisinski, Ms. Nowak, Mr. Rebstock, and Mr. Torkelson
No: 0

4. [18-00302](#) Site Plan Amendment for proposed site changes to North Shore Bank, an existing financial institution with a drive-through, located at 10533 W. National Ave. submitted by Mike Peine, architect and David Kane of North Shore Bank (Tax Key No. 519-0002-006).

Attachments: [North Shore Bank \(SLA\)](#)

Discussion ensued with questions being answered by staff.

Mr. Peine and Mr. Kane stated they will reconfigure islands due to the location of the installation of new ITM machines that resulted in sun glare. Sun is a safety/security concern with the existing site experiencing issues with a 45 degree orientation. Tall landscaping to the west of the teller machines was explored and determined not to be ideal. There are stacking issues with the proposed reorientation, but this appears to be the ideal proposal.

Eric Torkelson questions if there was glare reduction technology that could be utilized and was advised by Mr. Peine and Mr. Kane that the supplier of the ITM's can enhance the ITM's to attempt to reduce glare but this option hasn't worked in the past.

Tom Rebstock questions if stacking would help with the reorientation and was advised by Mr. Peine that the design solution including $\frac{3}{4}$ stacking per lane would be a consideration and they'll work with the Planning Department to come up with a solution.

Mayor Devine questioned if it would be best to hold this item until a solution can be achieved. Mr. Peine agreed this would be the fairest solution and Mr. Kane agreed.

A motion was made by Mr. Lisinski, seconded by Mr. Rebstock, to hold this item to allow the applicant to work with the Planning Department on proposed Site Plan changes. The motion carried unanimously.

5. [2018-0427](#) Special Use Permit for RSR Services LLC, an existing warehouse/distribution and commercial truck repair facility located at 6036 W. Beloit Rd.

Attachments: [Application - RSR Services](#)
[RSR \(SLA\)](#)

A motion was made by Jim Lisinski and seconded by Eric Torkelson to hold this item for 30 days and readdress at the next Plan Commission meeting in June. The motion carried unanimously.

6. [18-00303](#) Site, Landscaping and Architectural Plans for RSR Services LLC an existing warehouse/distribution and commercial truck repair facility located at 6036 W. Beloit Rd., submitted by Steven Ignasiak d/b/a RSR Services LLC. (Tax Key No. 475-0034-004)

Attachments: [RSR \(SLA\)](#)

Items 5 and 6 were considered together.

Discussion ensued with questions being answered by staff.

Eric Torkelson questioned what the trigger for staff or the applicant to take action on timeline/budget items would be.

Mr. Ignasiak advised the business is doing better and they are looking to do proposed repairs as soon as possible. He suggested pushing this item to the next Plan Commission meeting to allow more time to work out recommendations with staff. There is need for review of the Southwest driveway area which is in opposition to the staff recommendation.

Eric Torkelson questioned if they are proposing to come back in June with planned repairs, and stated the plan still needs to be revised in accordance with items 1 and 2.

Steve Schaer advised staff is concerned about running into winter conditions if we delay the agreements further.

Jim Lisinski suggested giving them the go ahead, with the understanding that they work with staff and get moving on the proposed improvements.

Steve Schaer will submit a progress report to the Plan Commission at the next meeting in June.

Ald. Roadt questioned what guarantees do we have that the proposed improvements will be completed on schedule.

Jon Keckeisen stated we need to hold the applicant to some sort of an agreement, and questioned Mr. Ignasiak if he had kept the line of communication open and was advised that he had, however errors had been made.

Jim Lisinski stated this property currently features excess outdoor storage and inquired how we know the improvements will actually happen.

Mr. Ignasiak agreed this is an issue they can look at addressing along with the outdoor storage.

A motion was made by Jim Lisinski and seconded by Eric Torkelson to hold this item for 30 days and readdress at the next Plan Commission meeting in June. The motion carried unanimously.

E. ADJOURNMENT

There being no other business, a motion was made by Tom Rebstock and seconded by Amanda Nowak to adjourn the Plan Commission meeting at 7:19 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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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.