



**STAFF REPORT  
WEST ALLIS PLAN COMMISSION  
Wednesday, November 28, 2018  
6:00 PM**

**Room 128 – City Hall – 7525 W. Greenfield Ave.**

- 4A. Special Use Permit for a proposed banquet facility to be located within a portion of an existing shopping center located at 2671 S. 76 St., submitted by Joe Galbraith on behalf of Maria Rupena Karczewski.**
- 4B. Site, Landscaping and Architectural Plans for a proposed banquet facility to be located within a portion of an existing shopping center located at 2671 S. 76 St., submitted by Joe Galbraith on behalf of Maria Rupena Karczewski (Tax Key No. 515-0046-000).**

Items 4A and 4B may be considered together.



### **Overview & Zoning**

The building at 2671 S. 76<sup>th</sup> Street occupies the southwest corner of the existing Westwood Shopping Center, located at the corner of S. 76<sup>th</sup> Street and W. Beloit Road. The shopping center is a multi-tenant commercial building and home to Rupena's Foods. Maria Rupena Karczewski, of Westwood Shopping Center and Rupena's Foods, is proposing to renovate the property at 2671 S. 76<sup>th</sup> St. and to use the space as a banquet hall and event space.

The property is currently zoned as C-3 Community Commercial District. "Places of assembly," which includes, "banquet facilities," are considered a Special Use in the C-3 District and require a Special Use Permit. A public hearing regarding the Special Use Permit application is scheduled for December 4, 2018.

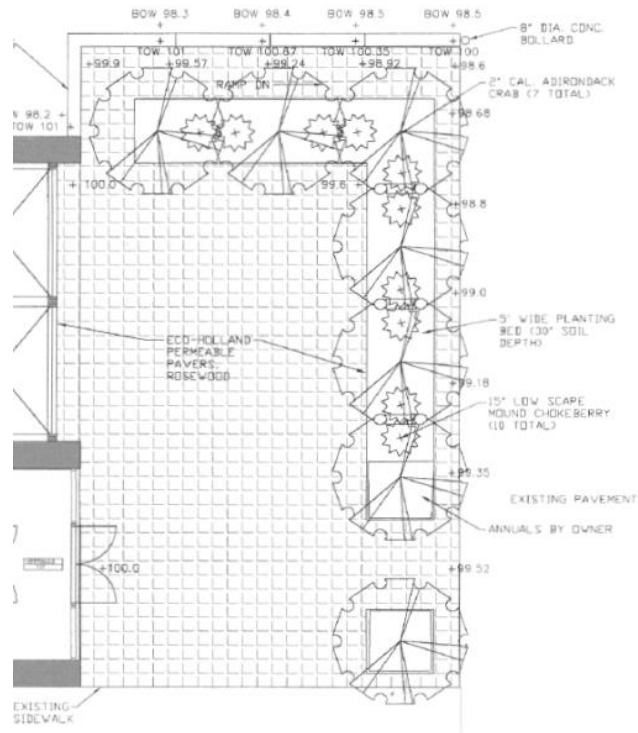


The banquet facility will be used as an event space for weddings, birthdays, quinceañera, anniversaries, meetings, office and corporate parties, and other special occasions, with accommodations for up to 190 seated guests. The event space, which is approximately 4,200 square feet, will offer catering services, a full bar, and coffee station. The banquet facility will be open seven days a week and offer a breakfast, lunch, and dinner menu.

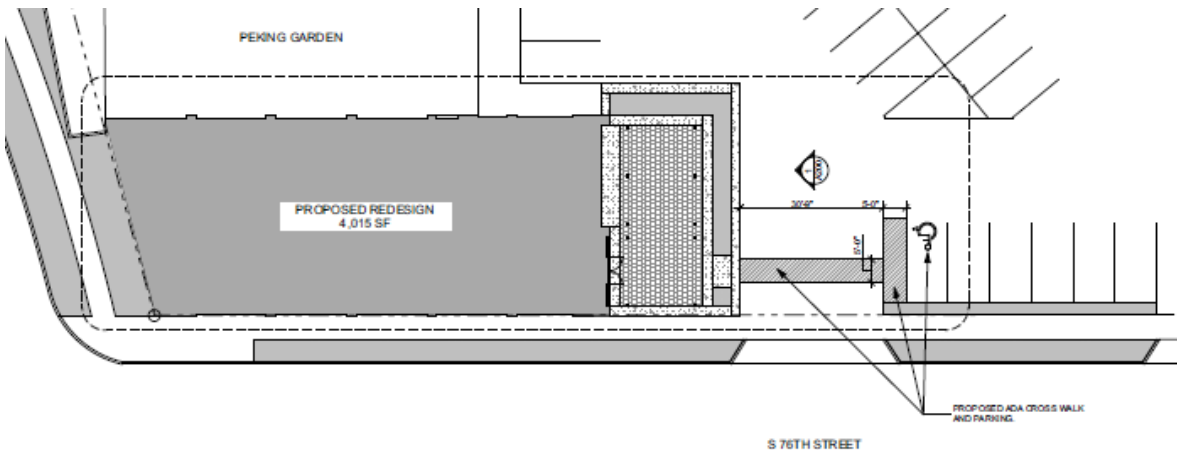
## Site & Landscaping Plans

Proposed exterior site and building renovations include:

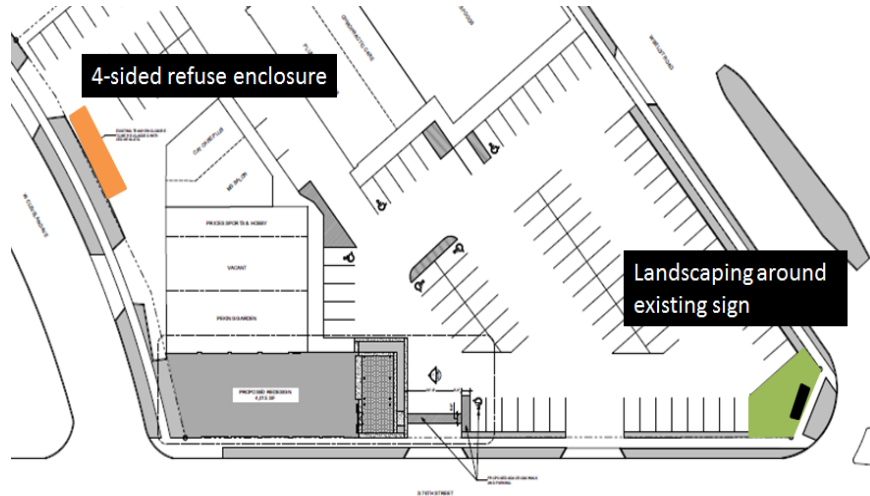
- Removal of five parking stalls, to be replaced by an outdoor patio with permeable pavers and landscaping (10 Low Scape Mound Chokeberry shrubs and 7 Adirondack Crabapple trees);



- Re-cladding of existing refuse enclosure with cedar slats;
- Relocation of ADA parking space and installation of a crosswalk from the ADA parking space to the building.



Staff would like to see two additional site and landscaping improvements included to enhance the aesthetics of the property: 1) Improve the refuse enclosure to a four-sided enclosure; 2) Add landscaping to the area surrounding the sites monument sign (see signage section for more details).

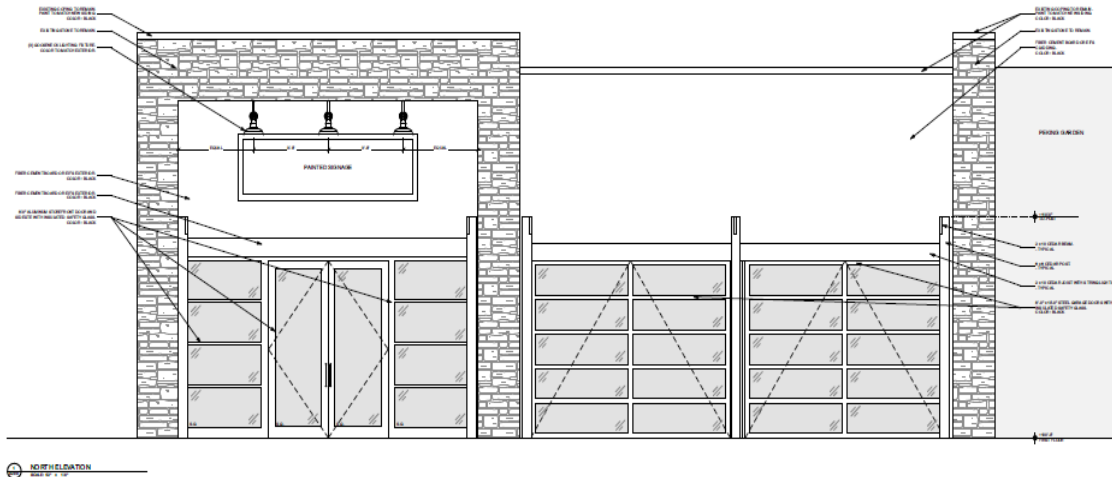


**Architectural Plans**

Interior renovations will take place to transform the building into an event space equipped with an open banquet hall area, kitchen, men's and women's restroom, a bride's room, and storage space.

Proposed changes to the building's exterior and façade include:

- Installation new gooseneck lighting fixtures, signage, black fiber cement board or EFIS, aluminum storefront door and sidelite with insulated safety glass (existing stone will remain, and existing coping will remain and be painted black);
- Removal of existing awning and storefront windows, to be replaced by steel garage doors, and cedar posts, joists, and beams with string lights;



Staff recommends that EFIS be removed from the proposed building plans, while maintaining the fiber cement board.

### **Signage**

The current monument sign, located on the northeast corner of the site was approved on April 27, 2011. The sign exceeds the maximum allowable height of 10 feet; however a variance to increase the height by 5 feet was approved by the Plan Commission, subject to removal of other non-conforming wall signage on the building upon completion of the monument sign.



Staff would like to see the sign area further improved to meet the sign code's landscaping requirement, which requires landscaping at the base of the sign equal to twice the area of the sign face. The existing sign is 75 square feet, which requires 150 square feet of landscaping.

### **Parking**

The proposed event space is considered a meeting hall, which requires one space for every 100 sq. ft. of gross floor area. Retail stores and service establishments, which comprise the remaining buildings in the shopping center, require one space for every 300 sq. ft. of gross floor area. Including the event space, the entire shopping center calls for 141 parking spaces, including 3 ADA stalls per Wisconsin State Statutes (2% of total number of stalls).

The proposed renovations will result in a decrease of five parking stalls for the shopping center overall, with total proposed parking at 114 parking spots, including 6 ADA stalls. While this is less the total required number of spots, staff believes that the peak hours of the banquet hall will be later than the operating hours of other businesses in the shopping center and that the reduced number of spaces will not result in a conflict.

### **Recommendation**

Recommend Common Council approval of the Special Use Permit for a proposed banquet facility to be located within a portion of an existing shopping center located at 2671 S. 76 St. and approval of the Site, Landscaping and Architectural Plans for a proposed banquet facility to be located within a portion of an existing shopping center located at 2671 S. 76 St., submitted by Joe Galbraith on behalf of Maria Rupena Karczewski (Tax Key No. 515-0046-000), subject to the following conditions:

(Items 1 through 3 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 and Landscaping Plans being submitted to the Department of Development to show the following: (a) a four-sided refuse enclosure; including a cross-section elevation; (b) a minimum of 150 sq. ft. of landscaping at the base of the shopping center's freestanding monument sign; (c) removal of EIFS from the building materials; (d) confirmation of shopping center floor space in respect to parking calculations. Contact Katie Bennett, City Planner at 414-302-8463.
2. An estimated cost of landscaping being submitted to the Department of Development for approval. Contact Katie Bennett, City 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 the estimated cost of landscaping and fencing 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 Building Inspections and Neighborhood Services Department, relative to the cost estimate as determined in Condition #2. Contact Katie Bennett, City Planner at 414-302-8463.
4. Common Council approval of the special use (scheduled for December 4, 2018) and applicant's acknowledgement of the special use resolution.

(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.