



City of West Allis

Meeting Minutes

Plan Commission

7525 W. Greenfield Ave.
West Allis, WI 53214

Wednesday, April 26, 2023

6:00 PM

City Hall, Room 128
7525 W. Greenfield Ave.

REGULAR MEETING

A. CALL TO ORDER

B. ROLL CALL

Present 5 - Wayne Clark, Brian Frank, Kathleen Dagenhardt, David Raschka, Rossi Manka
Excused 4 - Eric Torkelson, Jessica Katzenmeyer, Dan Devine, Brandon Reinke (PC Alternate)

Others Attending

Aaron Colmauer, Nick Beres, Steve Eichman, Hemant Khuttan, Culvers, WA Dental Company

Staff

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

C. APPROVAL OF MINUTES

1. [23-0216](#) March 22, 2023

Attachments: [March 22, 2023 \(draft minutes\)](#)

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

D. NEW AND PREVIOUS MATTERS

- 2A. [23-0258](#) Site, Landscaping, and Architectural Design Review for CHR Hansen, an existing light industrial use, at 9015 W. Maple St. (Tax Key No. 451-1535-000).

Attachments: [\(SLA\) CHR Hansen freezer P2 - 9015 W Maple St](#)

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

- 2B. [23-0259](#) Vacation and discontinuance of a part of W. Maple St. west of S. 89th St.

Attachments: [\(VAC\) - Maple St](#)

Recommendation: Common Council approval of the Vacation and discontinuance of a part of W. Maple St. west of S. 89th St. subject to necessary easement agreements being prepared and recorded.

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

3. [23-0260](#) Site, Landscaping, and Architectural Design Review for the West Allis West Milwaukee School District, an existing office, at 9333 W. Lincoln Ave. (Tax Key No. 486-0012-001)

Attachments: [\(SLA\) WAWM School District Office - 9333 W Lincoln Ave](#)

Recommendation: Approval of the Site, Landscaping, and Architectural Design Review for the West Allis West Milwaukee School District, an existing office, at 9333 W. Lincoln Ave. (Tax Key No. 486-0012-001), subject to the following conditions:

(Items 1 through 2 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) W. Lincoln Ave. driveways add perennial landscaping areas and show replacement tree variety at the entry points to the site; (b) W. Hayes St. yard consider consolidating to one driveway; (c) along W. Hayes Ave. additional tree and perennial landscaping is recommended between the off-street parking area and the sidewalk; (d) an alternate to chain-link entrance gates being provided in the revised plans. A more decorative/ornamental style is encouraged via [design review guidelines \(2 c i i\) & technical standards \(p 1 8\)](#). https://www.westalliswi.gov/DocumentCenter/View/19442/2022_Planning-Design-Guidelines_Booklet_Final?bidId=; (e) refuse screening location and 4-sided screening details - consider relocation of dumpsters to an area either within or on west side of the building (f) window transparency details; (g) provide rooftop screening plan for the building (chiller and any other rtu's).
2. A [Street excavation permit https://westalliswi.viewpointcloud.io/](https://westalliswi.viewpointcloud.io/) being applied for in OpenGov prior to work beginning. Any concrete work in the street right of way needs to be completed by a licensed and pre-qualified contractor within the City of West Allis.

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

3. A CSM and related rezoning of the NW parking lot property (rezoning from RC to C-2) staff will work with WAWM School District on a timeline for submittal.
4. 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.

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

4. [23-0261](#) Site, Landscaping, and Architectural Design Review for West Allis Dental Office, a proposed Medical Clinic, at 8001 W. National Ave. (Tax Key No. 452-0703-001)

Attachments: [\(SLA\) West Allis Dental Office - 8001 W National Ave](#)

Recommendation: Approve the Site, Landscaping, and Architectural Design Review for West Allis Dental Office, a proposed Medical Clinic, at 8001 W. National Ave. (Tax Key No. 452-0703-001) subject to the following conditions:

1. *Dead and missing plants be replanted in accordance with approved landscaping plans.*
2. *Any changes to driveway connections to public right-of-way require appropriate permits.*

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

5. [23-0262](#) Site, Landscaping, and Architectural Design Review for Culvers, an existing restaurant with drive-thru service, at 1672 S. 108th St. (Tax Key No.449-9981-011).

Attachments: [\(SLA\) Culver's - 1672 S 108 St.](#)

Recommendation: *Approve the Site, Landscaping, and Architectural plans for Culvers, and existing restaurant with drive-through service, at 1672 S. 108th St. (Tax Key No. 449-9981-011)*

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

6. [23-0263](#) Certified Survey Map to combine the existing lots at 404 S. 116th St. and 4** S. 116th St. into one lot of record (Tax Key Nos. 414-9992-015 & 414-9992-016).

Attachments: [\(CSM\) BCT](#)

Recommendation: *Approve the Certified Survey Map to combine the existing lots at 404 S. 116th St. and 4** S. 116th St. into one lot of record (Tax Key Nos. 414-9992-015 & 414-9992-016) subject to the following conditions:*

1. *Common Council approval.*

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

7. [23-0264](#) Creative signage plan for McCoco's, an existing restaurant at 7420 W. Greenfield Ave. (Tax Key No. 440-0413-000).

Attachments: [\(SIGN\) McCoco's - 7420 W Greenfield Ave](#)

Recommendation: *Recommend approval of the Creative Signage Plan for McCoco's, an existing restaurant, at 7420 W. Greenfield Ave., (Tax Key No. 440-0413-000), 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 revised Sign Plan being submitted to the Planning and Zoning Office to indicate the following:*
 - a. *Notation on the sign plan to indicate the total number of signs proposed on the west façade of the existing building.*
 - b. *Notation on the sign plan to indicate method of application for the*

proposed mural along with details including dimensions, timing of installation, and artist.

- c. *Notation on the sign plan to indicate electrification of the proposed signage. All signs with electricity must be listed by a nationally recognized testing laboratory or be evaluated by a third-party engineer to be located on the exterior.*

2. *Removal of the noncomplying "Open" sign on the entrance of the south façade before installation of any additional signage.*

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

8. [23-0265](#) 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: *Table 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)*

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

9. [23-0266](#) Extension of time for Site, Landscaping and Architectural Plans for Higgins Tower, an existing Light Industrial use, located at 6620 W. Mitchell St., submitted Katie Hampel, of Amundsen Davis LLC on behalf of Higgins Tower Service, Inc. (Tax Key No. 454-0254-002).

Attachments: [\(SLA\) Extension of time Higgins Tower - 6620 W Mitchell St](#)

Recommendation: *Approval of an extension of time to commence the Site, Landscaping and Architectural Plans for Higgins Tower, an existing Light Industrial use, located at 6620 W. Mitchell St., submitted by Ryan Spott, d/b/a Higgins Tower Service, Inc. (Tax Key No. 454-0254-002), 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 the Plan Commission. Contractors applying for permits should be advised accordingly.)

1. *A revised Site, Landscaping and Architectural Plan being submitted to the Department of Development to show the following: (a) an updated landscaping and screening plan to include a wood fence on the east, S. 66 St. side, of the north storage yard; (b) scale landscaping plan information, dimensions and key referencing more diversity of species, number of plants, spacing and City Forester comments; (c) a construction detail of the proposed wood fence. For safety/visibility it's recommended that the proposed wood fence be setback from W. Mitchell St. property line at least 20-ft; (d) accessible ADA parking stall subject to staff review. Contact Steve Schaer, Manager of Planning and Zoning, at (414) 302-8466 with any questions.*
2. *Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Building Inspections*

and Neighborhood Services Department by a registered Civil Engineer. Contact Mike Romens, Building Inspector, at 414-302-8413.

3. Driveway permits being obtained through the City Engineering Department.
4. 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.

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

10. [23-0267](#) Ordinance to Amend Chapter 19 of the West Allis Revised Municipal Code.

Attachments: [\(ORD\) Zoning Code Edits](#)

Recommendation: Recommend approval of the Ordinance to amend zoning code by adding electric vehicle charging, amending parking regulations, and making other edits, corrections, and clarifications.

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

11. [O-2023-0039](#) Ordinance to Amend Section 19.01 of the West Allis Revised Municipal Code and the 2040 Comprehensive Plan Future Land Use Map for properties along W. Burnham St.

Attachments: [\(ORD\) Burnham St - Rezonings](#)
[PROOF OF PUBLICATION - O-2023-0039 - Notice of Public Hearing](#)

Recommendation: Recommend approval of Option A for the Ordinance to Amend Section 19.01 of the West Allis Revised Municipal Code and the 2040 Comprehensive Plan Future Land Use Map for properties along W. Burnham St.

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

- S1. [23-0311](#) Signage plan appeal for Cleveland Liquor, an existing business located at 9131 W. Cleveland Ave. (Tax Key No. 517-0184-000).

Attachments: [\(SIGN\) Cleveland Liquor - 9131 W Cleveland Ave](#)

Approval Signage plan appeal for Cleveland Liquor, an existing business located at 9131 W. Cleveland Ave. (Tax Key No. 517-0184-000), subject to the following conditions:

1. Revised Site, Landscaping and Signage Plan being submitted to and approved by the Planning Office to show the following:(a) site/landscaping plan to show specific sign location, height, landscaping and meet the sign ordinance requirements and approval of City Engineering; (b) signage design in accordance with changeable copy section of the signage ordinance. Contact Steve Schaer at 414-302-8466 or planning@westalliswi.gov with further questions.
2. City Engineering review of the location within the vision angle.

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

- 12. [23-0269](#) Comprehensive Plan Engagement update.

This matter was Discussed.

- 13. [23-0270](#) Report on 2023 attendance at the National Planning Conference.

This matter was Discussed.

- 14. [23-0271](#) 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 7:14 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.