

# City of West Allis


## Matter Summary

File Number	Title	Status
2011-0397	Special Use Permit	Introduced
Special Use Permit for Brotoloc South, Inc. to establish an outpatient mental health clinic for therapeutic services located within the existing building located at 5812 W. Burnham St.		
Introduced: 6/21/2011		Controlling Body: Safety & Development Committee
<b>Plan Commission</b>		

**COMMITTEE RECOMMENDATION** File

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>6/21/11</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak				
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski				
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Roadt				
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock				
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel				
			TOTAL	<u>5</u>	<u>0</u>		

**SIGNATURE OF COMMITTEE MEMBER**

  
 Chair \_\_\_\_\_ Vice-Chair \_\_\_\_\_ Member \_\_\_\_\_

**COMMON COUNCIL ACTION** LACE ON FILE

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>JUN 21 2011</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak				<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Roadt	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
			TOTAL	<u>9</u>			<u>1</u>

**STANDING COMMITTEES OF THE  
CITY OF WEST ALLIS COMMON COUNCIL**

**ADMINISTRATION & FINANCE**

Chair: Kurt E. Kopplin  
Vice-Chair: Vincent Vitale  
Thomas G. Lajsic  
Richard F. Narlock  
Rosalie L. Reinke

**PUBLIC WORKS**

Chair: Gary T. Barczak  
Vice-Chair: Martin J. Weigel  
Michael J. Czaplewski  
Daniel J. Roadt  
James W. Sengstock

**SAFETY & DEVELOPMENT**

Chair: Thomas G. Lajsic  
Vice-Chair: Richard F. Narlock  
Kurt E. Kopplin  
Rosalie L. Reinke  
Vincent Vitale

**LICENSE & HEALTH**

Chair: Michael J. Czaplewski  
Vice-Chair: James W. Sengstock  
Gary T. Barczak  
Daniel J. Roadt  
Martin J. Weigel

**ADVISORY**

Chair: Rosalie L. Reinke  
Vice-Chair: Daniel J. Roadt  
Kurt E. Kopplin  
Richard F. Narlock  
Vincent Vitale

# Planning Application Form

City of West Allis ■ 7525 West Greenfield Avenue, West Allis, Wisconsin 53214  
414/302-8460 ■ 414/302-8401 (Fax) ■ <http://www.ci.west-allis.wi.us>

### Applicant or Agent for Applicant

Name CHRISTOPHER E. COHEN  
 Company BROTOCOL SOUTH, INC.  
 Address 5812 W. BURNHAM ST.  
 City WEST ALLIS State WI Zip 53219  
 Daytime Phone Number 414 543 3200  
 E-mail Address CCOHEN@BROTOCOLSOUTH.COM  
 Fax Number 414 543 3269  
 Project Name/New Company Name (If applicable) \_\_\_\_\_  
OUTPATIENT MENTAL HEALTH CLINIC

Agent Address will be used for all official correspondence.

### Property Information

Property Address 5812 W. BURNHAM ST.  
 Tax Key Number 455.0053.000  
 Current Zoning C2  
 Property Owner PRESQUE ISLE PROPERTIES  
 Property Owner's Address 209 TAFT STREET  
WHITEWATER, WI 53190  
 Existing Use of Property ADMINISTRATIVE OFFICES  
 Total Project Cost Estimate: N/A  
 Previous Occupant M:I BANK

### Agent is Representing (Tenant/Owner)

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime Phone Number \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Fax Number \_\_\_\_\_

### Application Type and Fee

(Check all that apply)

- Special Use: \$500.00 (Public Hearing Required)
- Level 1 Site, Landscaping, Architectural Plan Review \$100.00 (Project Cost \$0 -2,000)
- Level 2 Site, Landscaping, Architectural Plan Review \$250.00 (Project Cost \$2,001 -5,000)
- Level 3 Site, Landscaping, Architectural Plan Review \$500.00 (Project Cost \$5,001 +)
- Site, Landscaping, Architectural Plan Amendments \$100.00
- Extension of Time: \$250.00
- Signage Plan Review \$100.00
- Signage Plan Appeal: \$100.00
- Request for Rezoning: \$500.00 (Public Hearing required)
- Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_
- Request for Ordinance Amendment \$500.00
- Planned Development District \$1500.00(Public Hearing Required)
- Subdivision Plats: \$1700.00
- Certified Survey Map: \$600.00
- Certified Survey Map Re-approval: \$50.00
- Street or Alley Vacation/Dedication: \$500.00
- Transitional Use \$500.00 (Public Hearing Required)

**Attached Plans Include:** (Application is incomplete without required plans, see handout for requirements)

- Site/Landscaping/Screening Plan
- Floor Plans
- Elevations
- Signage Plan
- Certified Survey Map
- Other \_\_\_\_\_

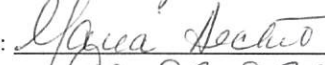
**In order to be placed on the Plan Commission agenda, the Department of Development MUST receive the following by the last Friday of the month, prior to the month of the Plan Commission meeting.**

(Check boxes next to each listed item):

- Completed Application
- Appropriate Fees
- Project Description
- 6 Sets of folded and stapled plans (24" x 36")
- 1 Electronic copy of plans (PDF format)
- Total Project Cost Estimate

Applicant or Agent Signature 

Date: 4/27/11

Subscribed and sworn to me this 27 day of April, 2011  
 Notary Public:   
 My Commission: FEB 8, 2018



**Please make checks payable to:  
City Of West Allis**

date: 4/22/11 02 Receipt no: 43934  
BH DEV SPECIAL U 1 \$500.00  
BH BROTOLOC SOUTH, INC. \$100.00  
BH DEV LVL 1 SIT 1 \$500.00  
BH BROTOLOC SOUTH, INC 3277 \$500.00  
CK CHECK PA Total tendered \$500.00  
Total payment \$500.00

Trans date: 4/27/11 Time: 15:41:27

April 26, 2011

Mr. Steve Schaer  
City of West Allis  
Department of Building and Zoning  
7525 West Greenfield Avenue  
West Allis, WI 53214

**Re: Special Use Permit**

Dear Mr. Schaer,

Brotoloc currently holds an Occupancy Permit, for Administrative use, at 5812 W. Burnham Street, West Allis, WI 53219. Brotoloc has been committed to serving individuals with cognitive and physical disabilities, in the community, since 1964. Currently we operate a number of small residential facilities, licensed by the State of Wisconsin, throughout Milwaukee County, serving individuals with developmental disabilities, persistent mental illness, or traumatic brain injury and may have a co-existing physical disability. Our office building at 5812 W. Burnham houses our administrative operations for those community programs.

It is our desire to provide Outpatient Mental Health Services at this same location. Specifically, we would like to use our 1<sup>st</sup> floor offices to provide therapy services in a Licensed Outpatient Mental Health Clinic. The space is currently comprised of a large waiting area, conference size room, three offices, a separate reception space and (two) bathroom(s). The space has two exists at grade level and an interconnected smoke alarm system. The location offers off road parking with 13 parking stalls, including three handicapped spaces. It is anticipated that Clinic hours would run from approximately 9a.m. to 5p.m. Monday through Friday, providing psychological and psychiatric services to persons with disabilities.

There would be no Construction, Landscaping or Signage changes taking place as part of this request to allow for a mixed-use occupancy.

It is our understanding that our building is located in a zone C2; and there is no special use noted for a Mental Health Clinic, we are respectfully requesting an exception or variance, for the purpose outline above.

Please find attached a planning application with a check to cover the fee for application. If you have any questions or require any additional information please feel free to contact me directly at (414) 543-3200.

Sincerely,



Christopher E. Cohen  
Regional Director  
Brotoloc South, Inc.