



City of West Allis

Meeting Minutes

Plan Commission

7525 W. Greenfield Ave.
West Allis, WI 53214

Wednesday, December 11, 2024

6:00 PM

City Hall, Room 128
7525 W. Greenfield Ave.

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

B. ROLL CALL

Present 8 - Brian Frank, Eric Torkelson, Jessica Katzenmeyer, Dan Devine, Brandon Reinke, Kathleen Dagenhardt, David Raschka, Lisa Coons

Excused 1 - Wayne Clark

Others Attending

Shelly Strasser, Chad Larson; West Allis Rec. Dept.
Nathan Shieve, Miranda Lutzke; Groth Design Group
Walter Holtz, Kenny Den, Luis Sosa
Lizeth Zorrilla Sanchez; La Finca
St. Barnabas Congregation Member
Nick Draskovich; Endpoint Solutions

Staff

Steve Schaer, AICP, Manager of Planning and Zoning
Jack Kovnesky, Planner
Emily Wagner, Planner

C. APPROVAL OF MINUTES

1. [24-0668](#) October 23, 2024

Attachments: [October 23, 2024](#)

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

D. NEW AND PREVIOUS MATTERS

- 2A. [24-0687](#) Conditional Use Permit for an event space at 7546 W. Greenfield Ave.

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

- 2B. [24-0688](#) Site, Landscaping, and Architectural Plans for an event space at 7546 W. Greenfield Ave. (Tax Key No.440-0442-000)

Attachments: [\(CUP-SLA\) The Emerald - 7645 W Greenfield Ave](#)

Recommendation: Common Council approval of the conditional use and approval of the Site, Landscaping, and Architectural Design Review for The Emerald, a proposed Event Space (5,000 or more sq. ft.), at 7546 W. Greenfield Ave. (Tax Key No. 440-0442-000) subject to the following conditions:

(Item 1 -6 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 (Scheduled for January 14th, 2025)*
2. *Revised Site plan, Landscaping, and Architectural Plan being submitted to the Planning and Zoning Office showing a) the location of any refuse areas and 4-sided screening details b) landscaping amenities being located on site including planter boxes, wall-mounted planters, trellises, or other features to enhance streetscape c) additional enhancements to the architecture of the building to capture aesthetic appeal and historical integrity (for example restoring the roofline to its previous "stepped" original appearance and the addition of accent lighting).*
3. *A projection describing number of events per year and planned operations for the use. (please express how The Emerald will manage people coming and going during events, the total occupancy at one time a low, an average and during peak, access into building at any door or just specific doors, parking arrangements like valet, shuttle, rideshare services etc, security, cameras).*
4. *A parking agreement being submitted for shared use of City Hall parking lot subject to approval by the City of West Allis.*
5. *Building permits being applied for with the Code Enforcement Department for review.*
6. *A driveway permit being applied for with City Engineering Department for work within the City Right-of-Way. Also, if scaffolding is required for exterior renovations, a Temporary Street Occupancy permit as needed for any work obstructing public sidewalks.*

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

3. [24-0678](#)

Revised Site, Landscaping, and Architectural Design Review for the WAWM Recreation Department, for a proposed indoor recreation facility (phase 2 addition), located at 1300 S. 109 St. (Tax Key No. 445-0715-002)

Attachments: [\(SLA\) WAWM Rec -1300 S 109 St](#)

Recommendation: *Approval of the Revised Site, Landscaping, and Architectural Design Review for the WAWM Recreation Department, for a proposed indoor recreation facility, located at 1300 S. 109 St. (Tax Key No. 445-0715-002) subject to the following conditions:*

1. *A revised Site and Architectural Plan being submitted to the Department of Development to show the following: (a) rooftop unit location; (b) bicycle*

parking accommodations per 19.44(3). Contact Steve Schaer, Manager of Planning and Zoning at 414-302-8466.

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. Contact Greg Bartelme at (414) 302-8367.
3. Documentation and approval showing compliance with the City of West Allis Storm water Management Ordinance, to be submitted to the Building Inspections and Neighborhood Services Department by a registered Civil Engineer. A storm water permit must be obtained from the City.

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

4. [24-0689](#) Site, Landscaping, and Architectural Design Review for La Finca, a proposed Restaurant (limited), at 7033 W. National Ave. (Tax Key No. 453-0602-000)

Attachments: [\(SLA\) La Finca - 7033 W National Ave](#)

Recommendation: Approve Site, Landscaping, and Architectural Design Review for La Finca, a proposed Restaurant (limited), at 7033 W. National Ave. (Tax Key No. 453-0602-000).

(Item 1 -4 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. Site plan & Landscaping being submitted to the Planning and Zoning Office showing (a) access point revisions on W. National Ave. & S. 71st St with approval from the City Engineer, (b) a designated use of the concrete area (e.g. parking, patio, or other amenities), (c) the location of any refuse areas and 4-sided screening details including consideration of locating refuse area south of alley, (d) the applicant apply for a Commercial On-Street Accessibility Parking Zone permit; (e) removal of test areas of existing metal panel siding to explore restoration of brick as an option of adding new siding; (f) landscaping amenities being located on site including planter boxes, wall-mounted planters, trellises, or other features to enhance streetscape and buffer adjacent properties (g) location of any lighting on the site.
2. Building permits being applied for with the Code Enforcement Department for review.
3. A driveway permit being applied for with the City Engineering Department for work within the City Right-of-Way. Also, if scaffolding is required for exterior renovations, a Temporary Street Occupancy permit is needed.
4. Common Council approval of a conditional use permit will be required if the building area is over 2,000-sf.

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

5. [24-0690](#) Site, Landscaping, and Architectural Design Review for a self-service laundry, within a portion of the existing mixed-use building at 6328 W. Mitchell St. (Tax Key No. 454-0500-000)

Attachments: [\(SLA\) 6328 W. Mitchell St](#)

Recommendation: approval of the site, landscaping, and architectural design review for a self-service laundry, within a portion of the existing mixed-use building at 6328 W. Mitchell St. (Tax Key No. 454-0500-000).

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

6. [24-0686](#) Certified Survey Map to split the existing parcel at 6021 W. Lincoln Ave. and 2307-53 S. 60 St. into two parcels. (Tax Key No. 490-0001-001)

Attachments: [\(CSM\) St. Rita - 6021 W. Lincoln Ave.](#)

Recommendation: Common Council approval of Certified Survey Map to split an existing parcel at 6021 W. Lincoln Ave. and 2307-53 S. 60 St. into two parcels. (Tax Key No. 490-0001-001). subject to Common Council approval of Certified Survey Map.

Torkelson moved to approve this matter, Reinke seconded, motion carried by the following vote:

Aye: 7 - Frank, Torkelson, Katzenmeyer, Devine, Reinke, Raschka, Coons

No: 0

Abstain: 1 - Dagenhardt

7. [24-0691](#) Signage Appeal for a steel entry archway with signage at 12110 W. Adler Lane. Tax Key No. (413-9994-017).

Attachments: [\(Sign Appeal\) Iron Workers - 12110 W. Adler Lane](#)

Recommendation: Approve the signage plan appeal for Iron Workers Training Center, an existing Instruction/Training use, located at 12110 Adler Ln. (Tax Key No. 413-9994-017).

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

8. [24-0692](#) Project Tracking.

This matter was Discussed.

E. ADJOURNMENT

There being no other business, a motion was made by Frank, seconded by Dagenhardt to adjourn at 6:54 p.m.



All meetings of the Plan Commission 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.