



City of West Allis

Meeting Minutes

Plan Commission

7525 W. Greenfield Ave.
West Allis, WI 53214

Wednesday, May 29, 2024

6:00 PM

City Hall, Room 128
7525 W. Greenfield Ave.

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

B. ROLL CALL

Present 6 - Wayne Clark, Brian Frank, Eric Torkelson, Brandon Reinke, Kathleen Dagenhardt, Lisa Coons

Excused 2 - Jessica Katzenmeyer, David Raschka

Others Attending

Ald. Roadt, Patrick Schloss, Jeff Hook, Joe Galbraith, Linda Johnson, James Johnson, Lauren Cardenas, Gerry Ramos, Joe Kassender, Nick Beres, Thomas Rasmussen, Chris Miller, Casey Schill, Navi Singh

Staff

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

C. APPROVAL OF MINUTES

1. [24-0257](#) April 24, 2024 (draft minutes)

Attachments: [April 24, 2024 \(draft minutes\)](#)

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

D. NEW AND PREVIOUS MATTERS

2. [24-0301](#) Site, Landscaping, and Architectural Design Review for new construction at Novonesis (formerly Chr. Hansen), an existing light industrial use, at 9015 W. Maple St. (Tax Key No. 451-1535-000).

Attachments: [\(SLA\) CHR Hansen freezer THOR P3](#)

Steve Schaer presented.

Wayne Clark inquired whether this project has received corporate approval, with confirmation received from Novonesis representatives.

Brian Frank complimented the applicant on the usage of the site and communications with the surrounding neighborhood.

Recommendation: Approval of the Site, Landscaping, and Architectural

Design Review for Novonesis (formerly CHR Hansen), an existing light industrial use, at 9015 W. Maple St. (Tax Key No. 451-1535-000), subject to the following conditions:

(Items 1 through 4 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) coordination with Engineering Department on location of water lines with respect to location of electrical transformers, relocating of sanitary line away from staircase foundation, and water and sanitary capacity (b) landscaping plan revisions per City Forestry recommendations, (c) public relations/coordination with neighborhood on upcoming construction process and progress updates. Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8466.*
- 2. A Street excavation permit being applied for in OpenGov prior to work beginning. Any concrete work in the 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. Contact Mike Romans, Plumbing Inspector at 414-302-8413.*

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

- 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.*

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

3A. [24-0302](#)

Certified Survey Map to consolidate and redivide property located at 6424-26 W. Greenfield Ave., 6414-22 W. Greenfield Ave., 6400 W. Greenfield Ave. 13** S. 65 St, and 1351 S. 64 St. part of a mixed use Planned Unit Development area (Tax Key Nos. 439-0145-002, 439-0144-001, 439-0141-001, 439-0146-000, 439-0147-001).

Clark moved to approve Agenda items #3A, #3B, #3C & #3D, Torkelson seconded, motion carried.

- 3B. [24-0303](#) Ordinance to rezone a portion of property located at 6424-26 and 6414-22 W. Greenfield Ave. from C-3 to P, Park District. Rezone 6400 W. Greenfield Ave. from P, Park to C-3 commercial, 13** S. 65 St from C-2 to C-3 Commercial, and 1351 S. 64 St. from RB to C-3 commercial and create a Planned Unit Development overlay district for a mixed-use redevelopment project (Tax Key Nos. 439-0145-002, 439-0144-001, 439-0141-001, 439-0146-000, 439-0147-001).

Clark moved to approve Agenda items #3A, #3B, #3C & #3D, Torkelson seconded, motion carried.

- 3C. [24-0304](#) Site, Landscaping, and Architectural Design Review for a mixed-use redevelopment at 6424-26 W. Greenfield Ave., 6414-22 W. Greenfield Ave., 6400 W. Greenfield Ave. 13** S. 65 St, and 1351 S. 64 St. part of a Planned Unit Redevelopment area (Tax Key Nos. 439-0145-002, 439-0144-001, 439-0141-001, 439-0146-000, 439-0147-001).

Clark moved to approve Agenda items #3A, #3B, #3C & #3D, Torkelson seconded, motion carried.

- 3D. [24-0305](#) Sale of approximately 12,547-square feet of city land on the property located at 6400 W. Greenfield Ave. (Tax Key No. 439-0141-001).

Attachments: [\(CUP-SLA\) 6400 W. Greenfield Ave. Apartments](#)

Jack Kovnesky presented.

Items 3A, 3B, 3C & 3D were taken together.

Eric Torkelson questioned the intent of the café space with an update being presented by Jeff Hook. The goal tenant is a community gathering type of operator, preferably shutting down early evening.

Eric Torkelson further inquired whether the park will be open to the public and who will be responsible for maintenance. Jeff Hook stated the park will be open to the public and maintenance will be done by the company.

Recommendation: Approve the Site, Landscaping, and Architectural Design Review for a mixed-use redevelopment at 6424-26 W. Greenfield Ave., 6414-22 W. Greenfield Ave., 6400 W. Greenfield Ave. 13** S. 65 St, and 1351 S. 64 St. part of a Planned Unit Redevelopment area (Tax Key Nos. 439-0145-002, 439-0144-001, 439-0141-001, 439-0146-000, 439-0147-001) subject to the following conditions:

1. Common Council approval of the Planned Unit Development and overlay district.
2. Common Council approval of the Certified Survey Map, subject to technical corrections.
3. Common Council approval of the sale of land and being in alignment with the 2045 Comprehensive Land Use Plan, and Redevelopment vision for the

city.

4. *Revised Site, Landscaping, and Architectural plans submitted to show the following: (a) at least 3 indoor bicycle parking spaces to comply with Sec. 19.44 Vehicle Parking; (b) detailed site improvement and landscaping plan (including species list) for all lots and outlot area being approved by staff and City Forestry; (c) photometric/lighting plan approved by Planning & Zoning staff.*
5. *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. A stormwater permit must be obtained from the City Building Inspector. Contact Mike Romens, Building Inspector, at 414-302-8413.*
6. *Planned work or modifications within City right-of-way shall be coordinated with City Engineering. Driveway permits being applied for and obtained through City Engineering for any modifications. Contact Greg Bartelme (414) 302-8367*

Clark moved to approve Agenda items #3A, #3B, #3C & #3D, Torkelson seconded, motion carried.

4A. [24-0306](#)

Vacation and discontinuance of part of an alley located north of W. Hicks St. between S. 73 St. and S. 74 St.

Frank moved to approve the Agenda, items #4A, #4B & #4C ,Torkelson seconded, motion carried.

4B. [24-0307](#)

Certified Survey Map to combine two existing parcels at 1909 S. 73 St. and 19** S. 73 St. into one parcel (Tax Key Nos. 476-0266-002 and Tax Key 476-0266-001).

Frank moved to approve the Agenda, items #4A, #4B & #4C ,Torkelson seconded, motion carried.

4C. [24-0308](#)

Site and Landscaping plan Design Review for JJ Enterprises for a proposing an outdoor storage area at 1909 S 73rd St (Tax Key 476-0266-002) and 19** S 73rd St (Tax Key 476-0266-001).

Attachments: [\(VAC CSM SLA\) JJ Ent PC SR](#)

Steve Schaer presented.

Items #4A, #4B and #4C were taken together.

Kathleen Dagenhardt asked what JJ Enterprises does as a business and was advised by Steve Schaer that they are a concrete business, with additional details being provided by the applicant.

Ald. Roadt asked if the gate was the only way in and out of the site and if we can have the egress to the north. A revised plan was presented at the meeting, significant change being removal of stormwater catch basin for a bio-swale to capture surface run-off. All conditions remain the same with the revised plan

which is to be reviewed by staff.

Recommendation: Before permits are issued and before starting any work, staff recommends the applicant provide documentation of DNR approval of proposed site changes and encourages applicant to seek consultation with environmental consultant.

1. Revised Site, Landscaping, and Architectural Plans being submitted to the Department of Development to show the following: (a) confirmation of 20% landscaping on plans, (b) fence details, (c) location of outdoor equipment and storage areas delineated on plans (d) landscaping plan revisions approved per City Forestry recommendations. Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8466.
2. Documentation, approval, and consultation showing compliance with WDNR regulations and any continuing environmental obligations. Site improvements being reviewed by applicant's environmental consultant.
3. A Street excavation permit being applied for in OpenGov prior to work beginning. Any concrete work in the 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.
4. Documentation and approval showing compliance with the City of West Allis Storm water Management Ordinance, to be submitted to the Code Enforcement Department by a registered Civil Engineer. A storm water permit must be obtained from the City. Contact Mike Romans, Plumbing Inspector at 414-302-8413.

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

5. 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.

Frank moved to approve the Agenda, items #4A, #4B & #4C, Torkelson seconded, motion carried.

5. [24-0309](#)

Site, Landscaping, and Architectural plan Design Review for site changes and building alterations to property located at 10920 W. Lincoln Ave. (Tax Key 481-9991-010) and 110** W. Lincoln Ave. (Tax Key 481-9991-005).

Attachments: [\(SLA\) Landscape Company - 10920 W. Lincoln Ave.](#)

Emily Wagner presented.

Wayne Clark asked and received clarification on vehicle maintenance.

Recommendation: Approval of the Site, Landscaping, and Architectural plan Design Review for site and building alterations to property located 10920 W.

Lincoln Ave. (Tax Key No. 481-9991-010) subject to the following conditions:

1. A revised site and landscaping plan must be submitted to the Planning & Zoning Office to show (a) location of stored outdoor materials within storage yard (ex. salt storage, outdoor storage, equipment) (b) identify screening method for any outdoor storage on the site and landscaping plan prior to final approval, (c) While inspecting the property, staff note that certain existing landscaped regions are overgrown, weedy, or ill-maintained in some regions. As a contingency for landscaping of this property, maintenance of landscaped regions previously established should become maintained and compliant with city landscaping standards in conjunction with proposed relandscaping efforts.
2. Per 19.33 (6) in the West Allis zoning code, conditional use requirements for this property's zoning district require that 20% of the total site area to be landscaped. While detailed landscaping plans have been submitted and demonstrate which vegetated regions will remain untouched and those which will be altered, the applicant is requested to update their landscaping plan to indicate the percentage to which the site will be landscaped in accordance with this limited use regulation.
3. Code Enforcement has indicated that the evaluation and modification to the HVAC system will be needed for the change of use to indoor motor vehicle storage. If vehicles are also serviced within the building, additional code provisions apply. The applicant must indicate (a) any evaluation or modification of the building's HVAC system to accommodate the building's new use as primarily indoor vehicle storage and (b) the applicant must indicate whether vehicles will be serviced in the indoor motor vehicle storage area.

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

6A. [24-0310](#)

Certified Survey Map to consolidate two properties into one lot of record at 7225 W. National Ave. and 7235 W. National Ave. (Tax Key Nos. 453-0537-000 and 453-0538-000)

Clark moved to approve Agenda, items #6A & #6B, Dagenhardt seconded, motion carried.

6B. [24-0311](#)

Site, Landscaping, and Architectural plan Design Review for site and building alterations to property located at 7225 W. National Ave. and 7235 W. National Ave. (Tax Key Nos. 453-0537-000 and 453-0538-000).

Attachments: [\(CSM SLA\) The Rare - 7235 W. National Ave.](#)

Steve Schaer presented.

Items #6A & #6B were taken together.

Brian Frank questioned why spandrel windows are being used, and received further explanation from the applicant.

Wayne Clark questioned why the planning dept., is focusing on refurbishing rather than completely starting from scratch, with Steve Schaer stating the applicant has presented this proposal to remodel the existing building.

Brandon Reinke stated there should be some give and take regarding the new versus the old storefront, along with expressing concern about the trash enclosure location.

Wayne Clark inquired on whether a liquor license will be required, and received confirmation that this has been applied for.

Recommendation: The following matters will be discussed at the meeting. Staff is recommending approval subject to the following conditions:

1. Common Council consideration of the Certified Survey Map to consolidate two properties into one lot of record at 7225 W. National Ave. and 7235 W. National Ave. (Tax Key Nos. 453-0537-000 and 453-0538-000), subject to minor technical corrections.
2. Revised Site, Landscaping, and Architectural plan Design Review for site and building alterations to property located at 7225 W. National Ave. and 7235 W. National Ave. (Tax Key Nos. 453-0537-000 and 453-0538-000), subject to the following conditions:
 - (a) Revised Site, Landscaping, and Architectural Plans being submitted to the Department of Development to show the following: (i) transparency into and from storefront (interior and exterior balance). Transparent glazing on the north side of the building, (ii) reduce the number of new building materials being added (the original building was brick and glass - the proposed design introduces additional materials), (iii) setback angled off-street parking on east side of building, (iv) addition of a bicycle rack on site, (v) landscaping being added around the proposed outdoor patio/extension of premise on the east side of the site (vi) a fence being added on the east side of the site to offer additional screening of the parking lot from the view of the adjacent residential use. Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8466.
 - (b) Confirm compliance with zoning ordinance relative to floor area limit of nicotine sales (less than 10%) products.
 - (c) Street excavation permit being applied for in OpenGov prior to work beginning. Any concrete work in the 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.
 - (d) Documentation and approval showing compliance with the City of West Allis Storm water Management Ordinance, to be submitted to the Code Enforcement Department by a registered Civil Engineer. A storm water

permit must be obtained from the City. Contact Mike Romans, Plumbing Inspector at 414-302-8413.

(e) Exterior signage and lighting plan being prepared for design and permit review.

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

(f) 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 Agenda, items #6A & #6B, Dagenhardt seconded, motion carried.

- 8A. [24-0313](#)** Conditional Use Permit for Saul's Auto, a proposed Light Motor Vehicle Service use, at 5312 W. Electric Ave.

Clark moved to approve Agenda items #8A & #8B, Frank seconded, motion carried.

- 8B. [24-0314](#)** Site, Landscaping, and Architectural Design Review for Saul's Auto, a proposed Light Motor Vehicle Service use, at 5312 W. Electric Ave. (Tax Key No. 474-0526-000)

Attachments: [\(CUP-SLA\) Saul's Auto -5312 W. Electric Ave.](#)

Clark moved to approve Agenda items #8A & #8B, Frank seconded, motion carried.

- 7. [24-0312](#)** Site, Landscaping, and Architectural plan Design Review for site and building alterations to property located 11300 W. Greenfield Ave. (Tax Key No. 445-0355-000)

Attachments: [\(SLA\) 3-unit dwelling - 11300 W. Greenfield Ave.](#)

Frank moved to approve this matter based on the parking stipulations be revisited, Dagenhardt seconded, motion carried.

- 9. [24-0315](#)** Site, Landscaping, and Architectural plan Design Review for site and building alterations to property located 5916 W. Burnham St. (Tax Key No. 455-0065-000)

Attachments: [\(SLA\) 5916 W. Burnham St.](#)

Steve Schaer presented.

Wayne Clark inquired whether the applicant considered complete removal of the property and simply beginning from scratch. Steve Schaer stated that is not under consideration at this time.

Mayor Devine stated he'd like to see this project continue forward.

Eric Torkelson stated he'd like this item to be added to the tracking report for future items.

Recommendation: *Provide updated annotated plan to reflect specific details referenced within the scope of work. Material and color selections being identified on the plan. Refuse dumpster location and 4-sided enclosure being shown on a site plan and located on site. Site Maintenance - clean up of rear yard area (remove mattresses)*

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

10. [24-0316](#)

Creative sign plan for a proposed wall mural at 10822 W. National Ave. (Tax Key No. 520-0010-001).

Attachments: [Paul's Jewelers Mural -10820 W. National Ave. \(revised\)](#)

Emily Wagner presented.

Wayne Clark stated he supports creative signs but doesn't like this plan and questioned if this had gone before the Artscape Committee, he received confirmation that this had been reviewed and approved.

Recommendation: Recommend approval of the Creative Signage Plan for a mural at Paul's Jewelers, an existing retailer, located at 10820 W. National Ave. submitted by Mircea Prejbeanu. (Tax Key No. 520-0010-001), based on the sign's positive visual impact, unique design and imagination, strong graphic character, which comprehensively and substantially satisfy the requirements of the City's Sign Code Creative Sign Subsection.

There are no further conditions staff recommend for approval.

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

E. ADJOURNMENT

There being no other business, a motion was made by Clark, seconded by Frank to adjourn at 7:33 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.