



City of West Allis

Meeting Agenda

Plan Commission

7525 W. Greenfield Ave.
West Allis, WI 53214

Wednesday, February 25, 2026

6:00 PM

City Hall, Room 128
7525 W. Greenfield Ave.

REGULAR MEETING

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. [26-0118](#) January 28, 2026 (draft minutes)

Attachments: [January 28, 2026 \(draft minutes\)](#)

D. NEW AND PREVIOUS MATTERS

- 2A. [26-0108](#) Conditional Use Permit for Scholars First Education, a proposed Group Childcare Center use, at 6014 W. Lincoln Ave.

- 2B. [26-0109](#) Site, Landscaping, and Architectural Design Review for Scholars First Education, a proposed Group Childcare Center use, at 6014 W. Lincoln Ave. (Tax Key No. 475-0279-000)

Attachments: [\(CUP-SLA\) Scholars First Education - 6014 W Lincoln Ave.](#)

- 3A. [26-0110](#) Conditional Use Permit for Discovering Scholars Academy, a proposed Group Child Care Center, at 1568 S. 81st St.

- 3B. [26-0111](#) Site, Landscaping, and Architectural Design Review for Discovering Scholars Academy, a proposed Group Child Care Center, at 1568 S. 81st St. (Tax Key No. 452-0308-000)

Attachments: [\(CUP-SLA\) Discovering Scholars Academy - 1568 S 81st St](#)

- 4A. [26-0112](#) Conditional Use Permit for Divine Covenant Church, a proposed Religious Institution use at 10533 W. National Ave.

- 4B. [26-0113](#) Site, Landscaping, and Architectural Design Review for Divine Covenant Church, a proposed Religious Institution use, at 10533 W. National Ave. (Tax Key No. 519-9004-000)

Attachments: [\(CUP-SLA\) Divine Covenant - 10533 W Nat'l Ave.](#)

5. [26-0114](#) Sign Plan Appeal for CD One Price Cleaners, an existing Dry Cleaning use, at 2367 S. 108 St. (Tax Key No. 484-0013-001)

Attachments: [\(SIGN\) CD One Price Cleaners - 2367 S 108 St.](#)

6. [26-0119](#) Project Tracking

E. ADJOURNMENT



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.

NOTICE OF POSSIBLE QUORUM

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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.



City of West Allis Meeting Minutes Plan Commission

7525 W. Greenfield Ave.
West Allis, WI 53214

Wednesday, January 28, 2026

6:00 PM

City Hall, Room 128
7525 W. Greenfield Ave.

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

B. ROLL CALL

- Present** 8 - Wayne Clark, Brian Frank, Eric Torkelson, Jessica Katzenmeyer, Dan Devine, Lisa Coons, David Raschka, Kathleen Dagenhardt
- Excused** 1 - Brandon Reinke

Staff

Steve Schaer, Director of Planning & Zoning,
Jack Kovnesky, Planner
Emily Wagner, Planner

Others Attending

Ald. Roadt; Fourth District
Luis Barbosa, Toribiu perez Martinez & Delfina Ignacco; Toros Sports Complex
Brett Cooley; Citizen
Yuli Her, Beth Van Gorp, Brian Sonderman; Milwaukee Habitat for Humanity
Kayla & Jason Birkholz; Pretty Paws Pet Spa
Brad Elwing; ABC Automotive & Tire

C. APPROVAL OF MINUTES

1. [26-0041](#) December 10, 2025 (draft minutes)

Attachments: [December 10, 2025 \(draft minutes\)](#)

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

D. NEW AND PREVIOUS MATTERS

- 2A. [26-0042](#) Conditional Use Permit for Banh Mi Corner, a proposed Restaurant Use, at 6780 W. Greenfield Ave.

Jack Kovnesky presented.

Items 2A & 2B were taken together.

Recommendation: *Common Council approval of the Conditional Use Permit for Banh Mi Corner, a proposed Restaurant Use, at 6780 W. Greenfield Ave. and approval of the Site, Landscaping, and Architectural Design Review for Bahn Mi Corner, a proposed Restaurant Use, at 6780 W. Greenfield Ave. (Tax Key No. 439-0001-008), subject to the following conditions:*

1. Common Council approval of the Conditional Use Permit (Scheduled for February 10, 2026)
2. Revised site plan being submitted to show enhancements to the screening of the existing refuse area in accordance with design guidelines
3. A public bicycle rack being located in front of the building.
- 4 Signage and lighting plans being reviewed for compliance and subject to permitting.

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

2B. [26-0043](#)

Site, Landscaping, and Architectural Design Review for Banh Mi Corner, a proposed Restaurant Use, at 6780 W. Greenfield Ave. (Tax Key No. 439-0001-008).

Attachments: [2 \(CUP-SLA\) Banh Mi Corner](#)

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

3A. [26-0044](#)

Conditional Use Permit for Toros Sport Complex, a proposed Indoor Recreation, Event Space (5,000 or more sq. ft.), and Restaurant Use at 6014 W. Madison St.

Jack Kovnesky presented.

Items 3A & 3B were taken together.

Wayne Clark inquired whether the health facility will be open to the public and was advised that it is not an open gym, but will be used for sporting events.

The applicant stated their intention is not to utilize the existing capacity, but rather would expect typical volume to be 90 - 180 people. There will be off-street parking available at the Wells Fargo site (block west) at S. 62nd St. The owners have sought a lease agreement with Wells Fargo and are awaiting a response, to provide space for social events, gym parties etc. The smaller capacity reduced to 383 people, cuts the occupancy limit in half of what was previously allowed as a school/church hall.

Questions were addressed regarding ADA compliant bathrooms and a health station.

This item goes to the Common Council for a Public Hearing on February 10, 2026.

Recommendation: Common Council approval of the Conditional Use Permit for Toros Sport Complex, a proposed Indoor Recreation, Event Space (5,000 or more sq. ft.), ~~and Restaurant Use at 6014 W. Madison St.~~ and approval of the Site, Landscaping, and Architectural Design Review for Toros Sport Complex, a proposed Indoor Recreation, Event Space (5,000 or more sq. ft.) and Restaurant Use, at 6014 W. Madison St. (Tax Key No. 439-0165-001).

(Item 1 is 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 February 10, 2026)
2. Building permits, Fire Department Permits, and other necessary permits

being applied for with the Code Enforcement Department, Fire Department, and other departments as needed for review.

3. Revised floor plan being submitted to show details including, but not limited, to kitchen equipment, bleachers, etc.
4. A public bicycle rack being located in front of the building.
5. Signage and lighting plans being reviewed for compliance and subject to permitting.
6. Continued maintenance of existing landscaping and trash enclosure

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

3B. [26-0045](#)

Site, Landscaping, and Architectural Design Review for Toros Sport Complex, a proposed Indoor Recreation, Event Space (5,000 or more sq. ft.) and Restaurant Use, at 6014 W. Madison St. (Tax Key No. 439-0165-001).

Attachments: [3 \(CUP-SLA\) Toros Sport Complex](#)

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

4A. [26-0046](#)

Conditional Use Permit for Cars R Us 2, a proposed Light Motor Vehicle Sales use, at 10920 W. Lincoln Ave.

Items 4A & 4B were taken together.

Jack Kovnesky presented.

This is a wholesale automotive dealer, no cars on site and no storage or repair work will be done at this location.

Recommendation: Approve the Site, Landscaping, and Architectural Design Review for Cars R Us 2, a proposed Light Motor Vehicle Sales use, at 10920 W. Lincoln Ave. (Tax Key No. 481-9991-010) subject to the following:

1. Common Council approval of the Conditional Use Permit (Scheduled for February 10, 2026).
2. The business shall be limited to the use of a maximum of two (2) parking stalls for business-related purposes with no mechanical work on-site.
3. Regular property maintenance of existing landscaping areas and refuse screening is an expectation and staff will note any areas needing improvement.

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

4B. [26-0047](#)

Site, Landscaping, and Architectural Design Review for Cars R Us 2, a proposed Light Motor Vehicle Sales use, at 10920 W. Lincoln Ave. (Tax Key No. 481-9991-010).

Attachments: [4 \(CUP-SLA\) Cars R Us 2](#)

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

5. [26-0048](#) Site, Landscaping, and Architectural Design Review for a proposed single-family Habitat for Humanity home at 69** W. Beloit Rd. (Tax Key No. 489-0038-000)

Attachments: [5 and 6 \(SLA\) Habitat for Humanity 6900 block and 6901 W Beloit Rd](#)

Steve Schaer presented.

Wayne Clark questioned if there are any plans for solar. The applicant advised not at this time, however the house would be capable of supporting this feature, pending funding sources.

Eric Torkelson inquired on the interest rate and was advised 3 1/8% with minimal down payment and minimal closing costs, no PMI, 30 year fixed rate.

Recommendation: Approval of the Site, Landscaping, and Architectural Design Review for a proposed single-family Habitat for Humanity home at 69** W. Beloit Rd. (Tax Key No. 489-0038-000) and for a proposed single-family Habitat for Humanity home at 6901 W. Beloit Rd. (Tax Key No. 489-0037-000), subject to the following conditions:

1. Revised Site and Architectural plans being submitted to the City Planning Department to show the following: (a) exterior color finish material details of the building features (exterior siding, trim, porch/deck railings, roof); (b) a roof over the rear door (of note there some of the pages submitted show a rear roof overhanging the rear door); (c) at the base of the buildings any exposed concrete above grade being insulated.
2. Any work done in the City's Right of Way will require permits through our [Engineering Department](#) [<https://www.westalliswi.gov/o/cwa/page/applications-forms-permits>](https://www.westalliswi.gov/o/cwa/page/applications-forms-permits). Driveway permits will be required. The concrete contractor will need to be licensed and bonded and approved by the City. Contact Greg Bartelme City Engineering at (414) 302-8367 with any questions.
3. Necessary permits to make [utility connections](#) [<https://www.westalliswi.gov/o/cwa/page/tap-permits-new-water-service>](https://www.westalliswi.gov/o/cwa/page/tap-permits-new-water-service) will be required. Contact City Department of Public Works/Water Division at (414) 302-8830 with questions.

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

6. [26-0049](#) Site, Landscaping, and Architectural Design Review for a proposed single-family Habitat for Humanity home at 6901 W. Beloit Rd. (Tax Key No. 489-0037-000).

Steve Schaer presented, stating the plans are the same as item #5 but requested a separate vote to agendaize correctly.

Recommendation: Approval of the Site, Landscaping, and Architectural Design Review for a proposed single-family Habitat for Humanity home at 69** W. Beloit Rd. (Tax Key No. 489-0038-000) and for a proposed single-family Habitat for Humanity home at 6901 W. Beloit Rd. (Tax Key No. 489-0037-000), subject to the following conditions:

1. Revised Site and Architectural plans being submitted to the City Planning Department to show the following: (a) exterior color finish material details of the building features (exterior siding, trim, porch/deck railings, roof); (b) a roof over the rear door (of note there some of the pages submitted show a rear roof overhanging the rear door); (c) at the base of the buildings any exposed concrete above grade being insulated.
2. Any work done in the City's Right of Way will require permits through our [Engineering Department](#) [<https://www.westalliswi.gov/o/cwa/page/applications-forms-permits>](https://www.westalliswi.gov/o/cwa/page/applications-forms-permits). Driveway permits will be required. The concrete contractor will need to be licensed and bonded and approved by the City. Contact Greg Bartelme City Engineering at (414) 302-8367 with any questions.
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Katzenmeyer moved to approve this matter, Frank seconded, motion carried.

7. [26-0050](#)

Site, Landscaping, and Architectural Design Review for ABC Automotive, a proposed Light Motor Vehicle Service use at 1462 S. 81st St. (Tax Key No. 452-0263-001)

Attachments: [7 \(SLA\) ABC Auto 1462 S. 81st](#)

Emily Wagner presented.

Wayne Clark inquired if the applicant was okay with the conditions outlined and received confirmation from the applicant.

Eric Torkelson questioned when will the existing extra vehicles be removed and emphasized his concerns about keeping the parking stalls turned over regularly. Applicant stated all vehicles currently there are his and will be moved by the time they are open for business. Typical turn around time is usually one week and the existing building at 8704 W. Greenfield Ave., is in compliance.

Design Review for ABC Automotive, a proposed Light Motor Vehicle Service use at 1462 S. 81st St. (Tax Key No. 452-0263-001) subject to the following conditions:

1. Revised site, landscaping, and architectural elevation plans being submitted to show the following: (a) Confirmation of exterior maintenance improvements specifically along the roofline of the building as indicated in [PM-25-430 <https://westalliswi.workflow.opengov.com/>](#); (b) Updated architectural elevations showing either a different color schematic proposed for the repainting of the building or a different, more appropriately scaled way to incorporate the accent colors of the business subject to Planning & Zoning approval; (c) Indication of bicycle rack type (city-sponsored or privately-owned) and the amended location of bicycle parking on a site plan; (d) Final confirmation of proposed landscaping areas indicated on site plan; (e) Confirmation that the vehicles, trailers, and pallets of materials currently

occupying the parking lot will not remain on site upon ABC Automotive gaining occupancy.

- 2. *Submission of more detailed paving plans to determine the scope of repaving operations and proposed drainage for the parking lot. 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.*
- 3. *Planned work or modifications within City right-of-way shall be coordinated with City Engineering:*
 - a. *Driveway permits being applied for and obtained through City Engineering for proposed curb cut modification*
- 4. *Building permits being applied for with the Code Enforcement Department for review.*
- 5. *Signage permits being applied for with the Planning and Zoning Department for review.*

Dagenhardt moved to approve this matter, Frank seconded, motion carried by the following vote:

Aye: 6 - Clark, Frank, Torkelson, Katzenmeyer, Coons, Dagenhardt

No: 0

Abstain: 1 - Raschka

- 8. [26-0051](#) Site, Landscaping, and Architectural Design Review for Pretty Paws Pet Spa, a proposed Animal Boarding Use, at 2060 S. 61st St. (Tax Key No. 475-0271-000).

Attachments: [8 \(SLA\) Pretty Paws Pet Spa 2060 S. 61st St](#)

Emily Wagner presented.

Applicant stated this is not a dog or cat daycare, this is boarding and grooming with some retail.

Eric Torkelson questioned whether there are security cameras and received confirmation that they are both inside and outside.

There will not be an outdoor dog run, all will be indoors.

Garage deliveries will be on the small scale.

Recommendation: *Plan Commission approval of the Site, Landscaping, and Architectural Design Review for Pretty Paws Pet Spa, a proposed Animal Boarding use, at 2060 S. 61st St. (Tax Key No. 475-0271-000) subject to the following conditions:*

- 1.A *revised site and landscaping plan being submitted to show the following: (a) confirmation of exterior maintenance improvements specifically on the rear building façade.*
- 2. *A signage plan or creative signage (mural) plan being submitted for design*

review and permitting if proposed/applicable.

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

- 9. [26-0052](#) Ordinance to amend zoning rules for residential accessory buildings.

Attachments: [9 \(ORD\) Residential Accessory buildings](#)

Steve Schaer presented.

Change front yard setback requirement from 60 feet to what is allowed in subject zoning districts.

Clarify requirements for other types of residential accessory dwellings.

Recommendation: *Common Council approval of an ordinance to amend zoning rules for residential accessory buildings., subject to Common Council public hearing and approval (schedule to be determined).*

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

- 10. [26-0053](#) Review of PC Survey Results.

Emily Wagner shared and presented results.

This matter was Discussed.

- 11. [26-0054](#) Project Tracking

Jack Kovnesky presented updates.

Wayne Clark requested an update at the next meeting on status of our census goal of 70,000 and what steps are the city taking to get us to this number.

Mayor Devine highlighted a new venture "Make my move" which would incentive remote workers to our area, along with zoning ADU, density changes, infill, economic development, parks, livability are all ways to increase our population.

This matter was Discussed.

E. ADJOURNMENT

There being no other business, a motion was made by Dagenhardt, seconded by Raschka to adjourn at 7:21 p.m.



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STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, February 25th, 2026
6:00 PM

- 2a. Conditional Use Permit for Scholars First Education, a proposed Group Childcare Center use, at 6014 W. Lincoln Ave.**

- 2b. Site, Landscaping, and Architectural Design Review for Scholars First Education, a proposed Group Childcare Center use, at 6014 W. Lincoln Ave. (tax Key No. 475-0279-000)**

Overview and Zoning



Tiasja Hayes is proposing a group childcare center within the 1.112 sq. ft. portion of an existing building at [6014 W. Lincoln Ave.](#) Scholars First Education’s proposed use is consistent with a small-scale, community-based childcare program designed to meet Wisconsin Department of Children and Families (DCF) licensing requirements under DCF 251. The site was previously used as a hair salon, a Neighborhood Service use. Overall, minimal aesthetic interior and exterior modifications are proposed in this project, with no

major structural alterations planned. All proposed improvements are aimed at supporting accessibility, safety, hygiene, and program functionality.

The property is located in the C-2 zoning district, “Intended for a mix of uses in close proximity to residential areas that are compatible with the neighborhood scale.” The proposed Group Child Care use would be considered a Conditional Use, requiring Plan Commission and Common Council approval with a public hearing. This building is considered mixed use, as it shared its space with a residential tenant toward the back (northern) portion of the lot.

Tiasja intends to operate Scholars First Education Monday through Friday, from either 7 am to 7 pm or 7 am to 10 pm depending on the set of hours approved by the DCF. A total of four staff are planned at this location to support two shifts of supervision for the children. A total of 20 children are planned to enroll at this daycare.

Site and Landscaping Plans

A site plan was

Original Site Plan



Changes Needed in Site Plan



submitted by the applicant with a few minor site alterations proposed. Most notably the parking for the site will be removed to create an 800 sq. ft. outdoor play area, as required by the Department of Children and Families. The site is constrained due to the mix of uses existing and proposed for this site. Because the residential tenant uses the alley-adjacent rear of the property for parking, an outdoor recreation space could not be located there. Instead, the refuse container that will serve the daycare will be located adjacent to where the residential vehicle is parked adjacent to the alley for ease of pick up. To ensure the safety of the children at this outdoor play area, Tiasja proposes to fence this feature with chain link fencing of an undisclosed height surrounded by cement planters. Staff note that further details about the fence height are needed, and the fencing type should be amended from chain link to fencing that is more compatible with the neighborhood commercial scale. Plant species intended to be programmed in these planters have not been indicated to staff, and these details will be required contingent upon the use's approval.



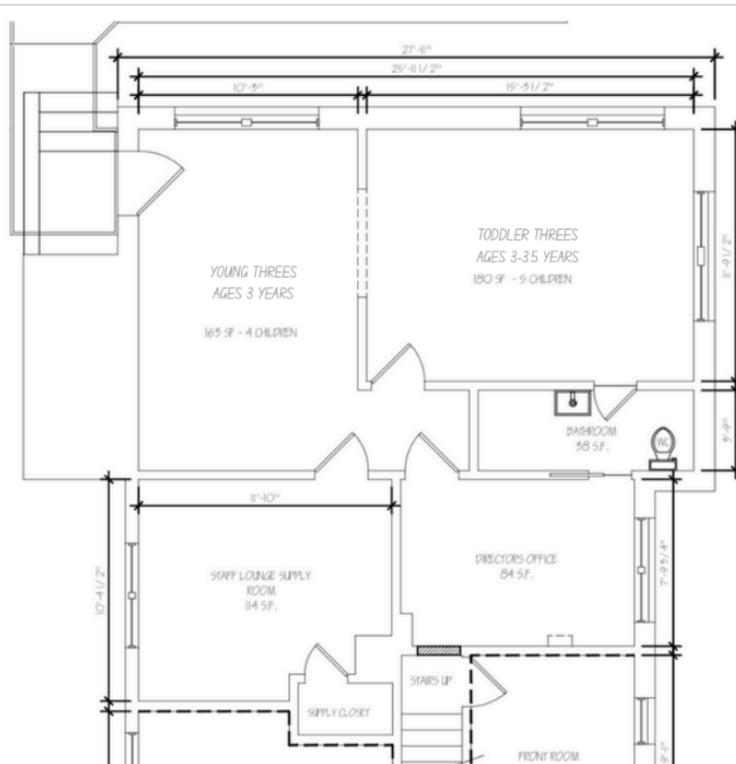
The applicant has met with the Planning Department, Engineering Department, and owners of Rob's Roofing adjacent to the site to discuss parking and traffic considerations for the proposed daycare. After discussions regarding leasing a parking space from Rob's, applying for a temporary loading permit, and utilizing the shared driveway as a temporary idling zone, Rob's Roofing, City Staff, and the applicant have come to a shared

understanding that parents can leverage existing street parking along both Lincoln Ave. and 60th St. to facilitate pick up and drop off operations. Staff will leverage existing street parking along S. 60th St., Lincoln Ave., or S. 61st St. as these streets are not subject to any parking duration restrictions. Due to the program's small enrollment size, small staff size limited classroom capacity, and staggered arrival and departure times, traffic and parking impacts to the neighborhood due to this use are expected to be minimal. Additionally, this parking plan should not impact the use of the shared driveway or needed parking on Rob's Roofing's site and will still provide adequate space for snow storage and plowing operations in winter.

Architectural Plan

No major changes to the exterior of the building are proposed as part of this project.

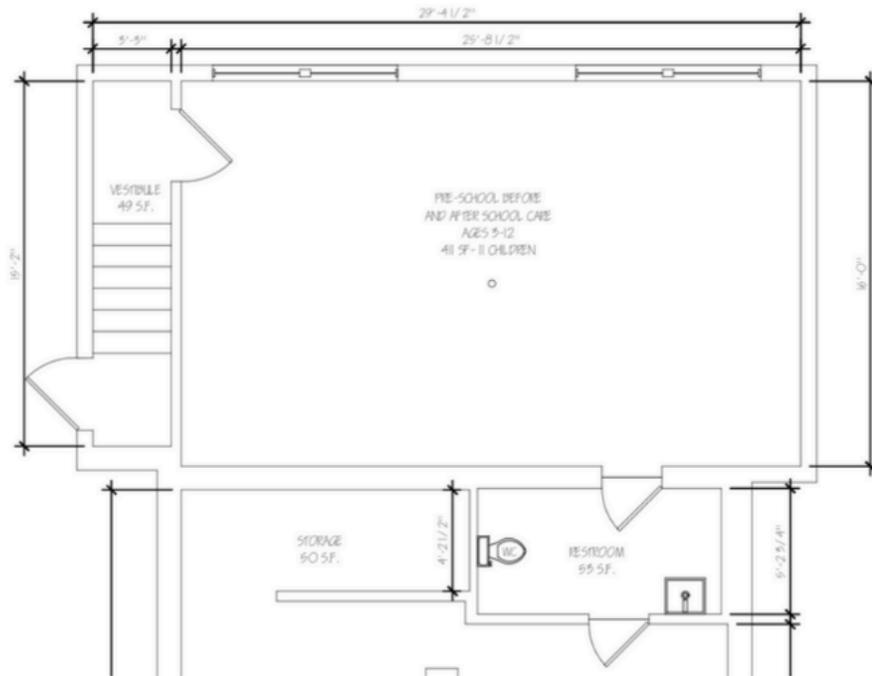
Floor Plans



A floor plan has been submitted by the applicant showing the designations of use within the interior of the building. Customers will utilize surrounding street parking and enter through

the main upper or lower entrances to the building off of Lincoln Ave. The first floor level of the daycare will facilitate care and education for children primarily around the age of 3. The “Young Threes” room will accommodate four children and is 165 sq.ft. From here, access to the “Toddler Threes” room is provided in a 180 sq. ft. space with an adjacent bathroom, which will support five children. Heading south on this floor, a director’s office, staff lounge/supply room and small supply closet will encompass the remaining space.

The basement level of the building will be dedicated to a 411 sq. ft. space facilitating pre-school and after school care for 11 children between the ages of 5-10. A 55 sq. ft. restroom will be accessible for children and staff on this level of the building. This space will be staffed with two teachers at all times and an additional handwashing sink will be installed outside of the restroom for use.



Design Guidelines

This project is considered a minor redevelopment. Design guidelines are not required for this project.

Recommendation: Plan Commission approval of the Site, Landscaping, and Architectural Design Review for Scholars First Education, a proposed Group Child Care use, at 6014 W. Lincoln Ave. (Tax Key No. 475-0279-000) subject to the following conditions:

1. Common Council approval of the conditional use (scheduled March 10th, 2026)
2. A revised site and landscaping plan being submitted to show the following:
 - (a) confirmation of four-sided refuse enclosure screening details;
 - (b) an

amendment of fencing type from chain link fencing to a material more compatible with the neighborhood scale (wood, wood composite, decorative) as well as an indication of the height of the proposed fence. (c) the proposed number and location of the cement planters, with plant species indicated on the site plan.

3. Signage plan submission for design approval.



STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, February 25, 2026
6:00 PM

- 3A. Conditional Use Permit for Discovering Scholars Academy, a proposed Group Child Care Center, at 1568 S. 81st St.**

- 3B. Site, Landscaping, and Architectural Design Review for Discovering Scholars Academy, a proposed Group Child Care Center, at 1568 S. 81st St. (Tax Key No. 452-0308-000)**

Overview and Zoning

Discovering Scholars Academy LLC is a proposed child care facility for children of various age groups, including infants, toddlers, preschool, and school-age children. The facility will operate on two shifts and accommodate approximately 30 children per shift. Staffing will include six individuals: four classroom teachers (one per age group), one floater/meal server, and one director. The project consists of an interior alteration of the first floor of the building at 1568 S 81st Street to allow daycare occupancy.

Hours of Operation are proposed to be from 6 a.m. to 12 a.m. to provide early morning to late-night care to support first and second shift workers. The property is zoned C-2. Group Child Care Center uses are considered Conditional Uses in the C-2 district.



Site Plan

A property survey was completed by the applicant to show the overall site. Minor changes are proposed for the site including an outdoor play area in the rear. Overall, the site shows the existing building that extends towards the rear of the property, a small wood porch extending from the building, and a narrow concrete driveway extending to the rear yard. The applicant indicated that a drop off area will be located on 81st St in front of the building. The overall site is too small to support any onsite parking. Staff will park on 81st St. However, staff needs to confirm that the tenant in the apartment does not utilize this driveway. Further details are needed on any refuse enclosures, landscaping, and the outdoor play area.

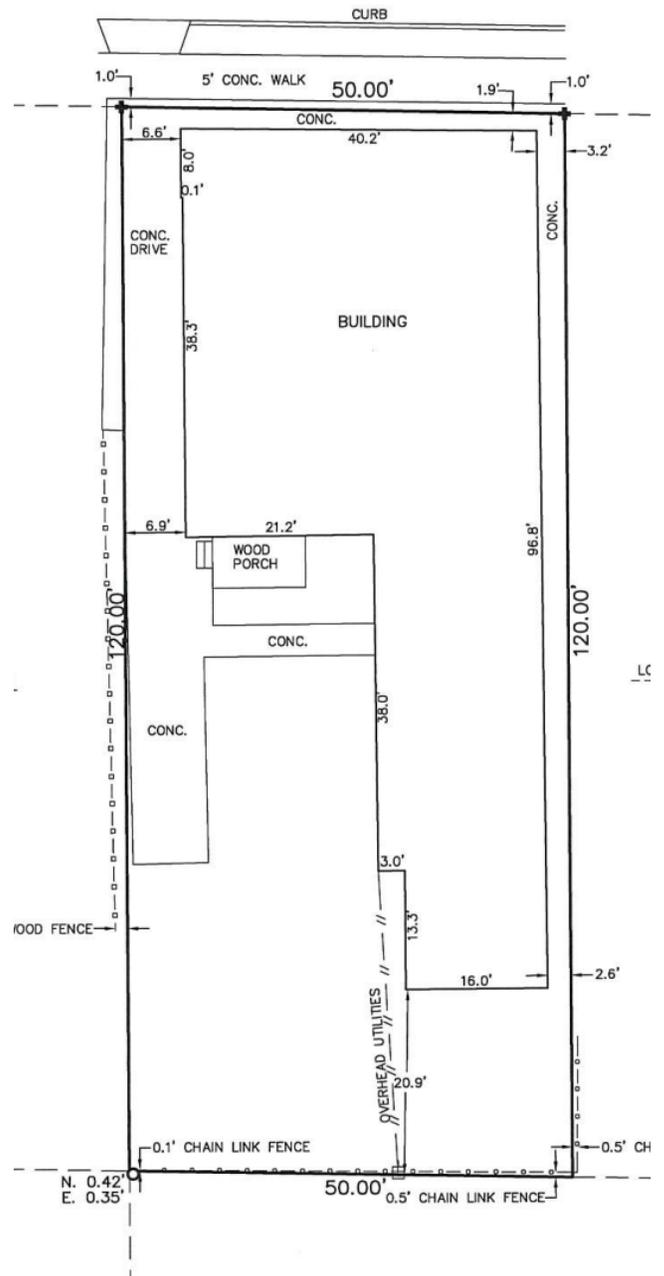
Architectural Plan

An architectural plan was not submitted by the applicant as there are no plans to alter the existing façade beyond potential replacement of windows. Upon inspection, staff did note there was a remnant structure on the wall for a previous sign. Staff is requesting this to be removed.

Floor Plan

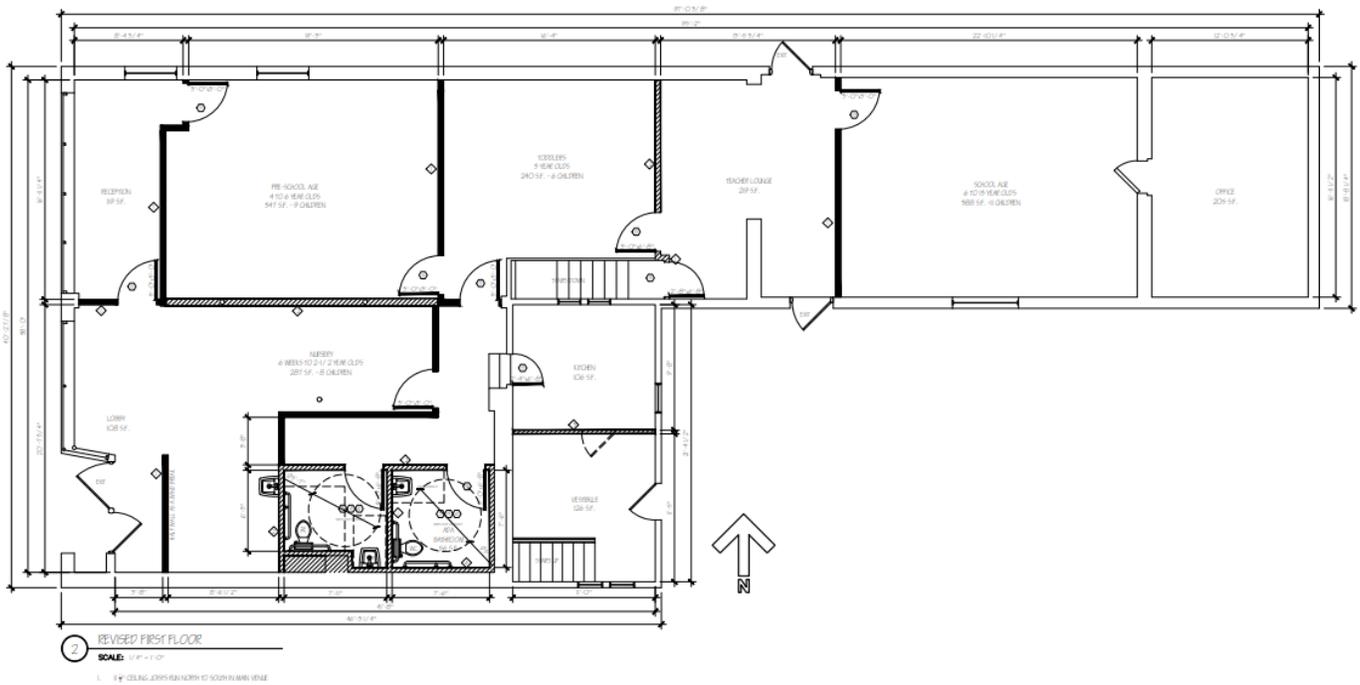
A floor plan was submitted by the applicant to show the overall daycare operations.

Entering off of 81st St, customers will first see a lobby. In addition to a lobby is a reception area. The lobby and reception area connects directly to the nursery area which supports infants ages 6-weeks to 2 ½ years old. The nursery leads to an internal hallway that has access to two updated ADA bathrooms. The hallway also connects to a vestibule for the rear entrance. Additionally, a kitchen with an oven, fridge, and microwave is connected to this hallway. The last area the hallway connects to is a series of connected rooms. The first connected room is a proposed toddler room for children around 3 years old. The west internal door for this room connects to a pre-school age room for children aged 4-6 years old. The east door connects to a teachers lounge for staff. An



additional door on the eastern side of the teachers lounge connects to a room for school-age children, aged 6 to 13 years old.

The operations are proposed solely for the first floor. An existing apartment is upstairs. Staff is requesting further details on where this connection to the upstairs apartments is within the floor plan.



Design Guidelines

This project is considered a minor redevelopment. Design guidelines are not required for this project.

Recommendation: Common Council approval of the conditional use and approval of the Site, Landscaping, and Architectural Design Review for Discovering Scholars Academy, a proposed Group Child Care Center, at 1568 S. 81st St. (Tax Key No. 452-0308-000)

(Items 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. Common Council approval of the Conditional Use Permit (Scheduled for March 10, 2026)
2. A revised site, landscaping, and architectural plan being submitted to show the following: (a) landscaping elements such as planter boxes, trellis', or other features on the site to contribute some natural features to the already built-out site); (b) refuse location and screening plan; (c) details on the outdoor play area including location, equipment, and any other pertinent details; (d) removal of the remnant sign support structure on the front façade
3. Building permits being applied for with the Code Enforcement Department for review.
4. Scope of work being indicated on signage and lighting. A signage permit will be required with the Planning & Zoning Department.



STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, February, 2026
City Hall, Room 128
6:00 PM

Watch: <https://www.youtube.com/user/westalliscitychannel>

4A. Conditional Use Permit for Divine Covenant Church, a proposed Religious Institution use at 10533 W. National Ave.

4B. Site, Landscaping, and Architectural Design Review for Divine Covenant Church, a proposed Religious Institution use, at 10533 W. National Ave. (Tax Key No. 519-9004-000)

Overview and Zoning

The existing multi-tenant commercial building at 10533 W. National Ave. is the former site of North Shore Bank, which constructed a new branch building within the parking lot of the subject property. Since moving, additional tenant space has opened up in the existing office building. Led by Fred Baker, Divine Covenant Church proposes to fill in the tenant space in Unit 201.

Divine Covenant Church is a non-denominational congregation that has been operating in the metro Milwaukee area for over 25 years. Their service schedule is on Sunday morning and includes Sunday morning bible study for adults starting at 9:30 am, and lasting until 10:30 am. The Sunday morning service starts at 11:00 am and lasts until approximately 12:30 pm. Their weeknight bible study is Wednesday evening at 7:30 pm. Usually, lasting until 8:30 pm. As of the time of this report, they maintain a membership count of between 8-10 people.

The church offices will operate as needed, but typically between 9 am – 5 pm. The church will not be conducting services such as baptisms, weddings, funerals, etc.



Site and Landscaping Plan

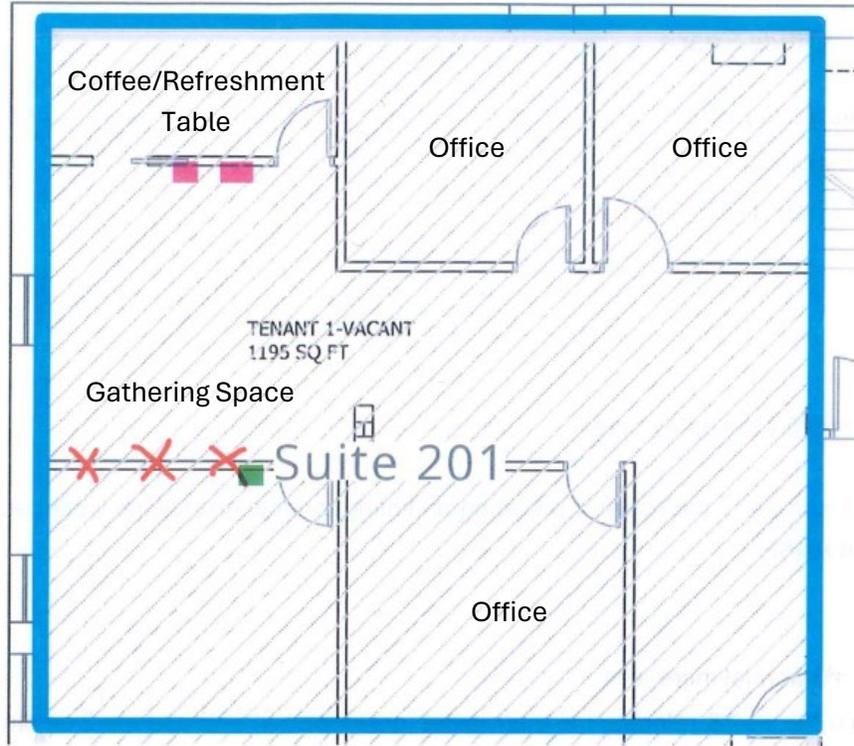
An approved site and landscaping plan is on file from 2000, with additional elements of the site laid out in the 2024 site plan for the North Shore Bank new building construction. With the church being interior, no changes are proposed to the existing site or landscaping. Staff did not note any issues with the existing landscaping on site.

Architectural Plan

No changes are planned to the exterior of the building. The overall site is part of a master site plan. New signage is may be located in the existing multi-tenant freestanding sign.

Floor Plan

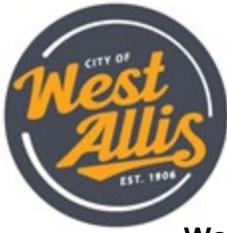
The floor plan shows alterations to Suite 201 in the existing building. The 1,195 sq ft tenant space shows three offices to support the church, a gathering space to conduct church services, and a small room for coffee and other refreshments. An interior drywall is to be removed to expand the area for the gathering space.



Design Review Guidelines:

This is an existing property and the proposed changes are internal within the building. Design review guidelines are not required for this project.

Recommendation: Common Council approval of the Conditional Use Permit for Divine Covenant Church, a proposed Religious Institution use at 10533 W. National Ave. approval of the Site, Landscaping, and Architectural Design Review for Divine Covenant Church, a proposed Religious Institution use at 10533 W. National Ave. subject to Common Council approval of the Conditional Use Permit (Scheduled for March 10, 2026)



STAFF REPORT
WEST ALLIS PLAN COMMISSION
Wednesday, February 25, 2026
6:00 PM

Watch: <https://www.youtube.com/user/westalliscitychannel>

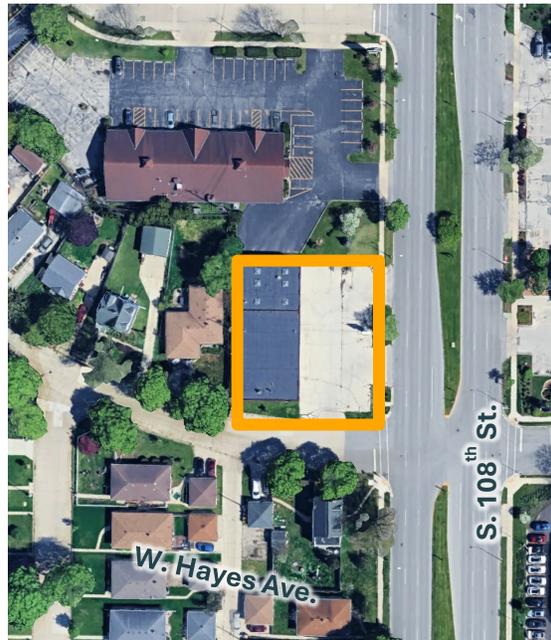
5. Sign Plan Appeal for CD One Price Cleaners, an existing Dry Cleaning use, at 2367 S. 108 St. (Tax Key No. 484-0013-001).

Overview and Zoning

The formerly vacant auto repair shop at 2367 S. 108th St. is on its way to becoming a new dry cleaning business. In January of 2025, the Plan Commission approved a site, landscaping, and architectural design review for CD Price Cleaners. Construction is underway with a targeted summer 2026 opening. The business plans to hire 8-10 employees with future growth planned to hire 15-20 workers over time.

Hours of Operation:

- Retail Store Hours:
 - Monday – Saturday: 7 a.m. – 7 p.m.
 - Sunday: Closed
- Self-Service Kiosk: 24-hour access



The property owners have applied for signage. Signage design review and permitting is typically handled administratively by staff, unless the applicant applies for a variance.

Plan Commission’s role is to review the sign proposal (including applicant’s rationale, the sign ordinance requirements, and then use the following criteria in sec [13.21\(9\)](#) to determine if an appeal is warranted:

- a. *The sign as proposed will not result in an undue concentration of signage, which renders it difficult or confusing to read existing signs.*
- b. *The proposed sign is unique and of exceptional design or style so as to enhance the area.*
- c. *Site difficulties: unusual site factors preclude the construction of a sign in accordance with this section, which would be visible to the roadway adjacent to the site frontage.*

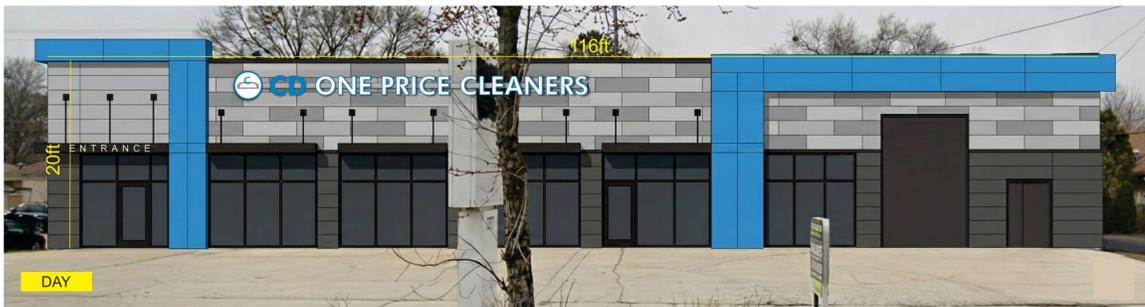


Signage plan and requested appeal

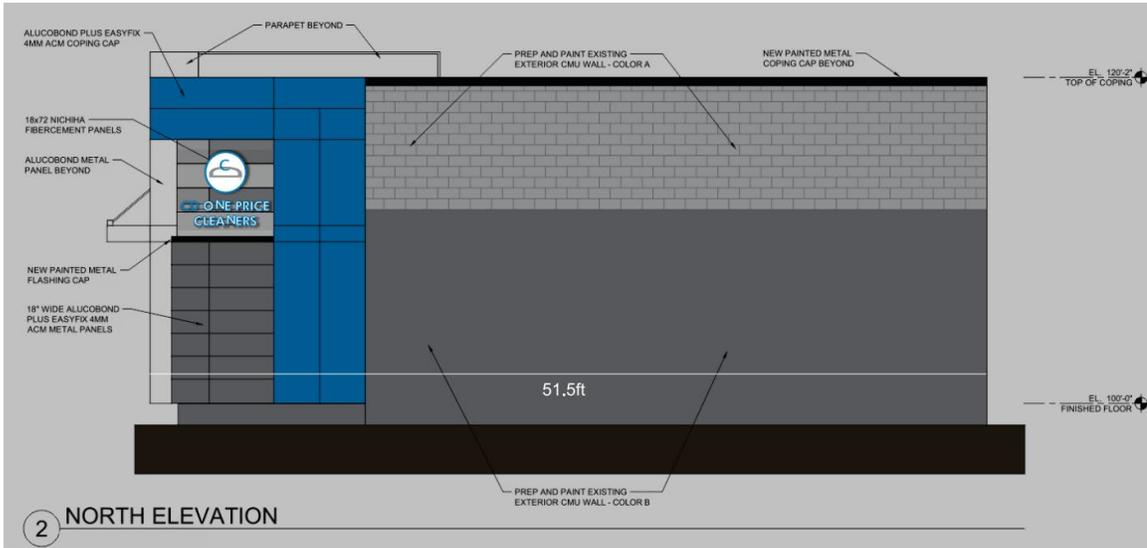
Like other similar commercial properties along Hwy 100, the signage ordinance **allows up to 125-sf** of signage for this property – [see section 13.21\(15\)](#). A monument sign, and two wall signs are allowed by ordinance (the applicant is proposing a monument sign and two wall signs). The appeal is requesting more signage area above the 125-sf allowance.

The CD Price Cleaners **proposal seeks** a total of **180-sf of signage** (consisting of a 30-sf monument sign, a 125-sf east wall sign, and a 25-sf north wall sign). The number of signs on the building and property is compliant; however, the amount of signage area exceeds the sign ordinance 125-sf limit by about 55-sf. A summary of the sign proposal follows. Complete plans and the applicants rationale for the requested appeal are shared on the pages after the staff recommendation.

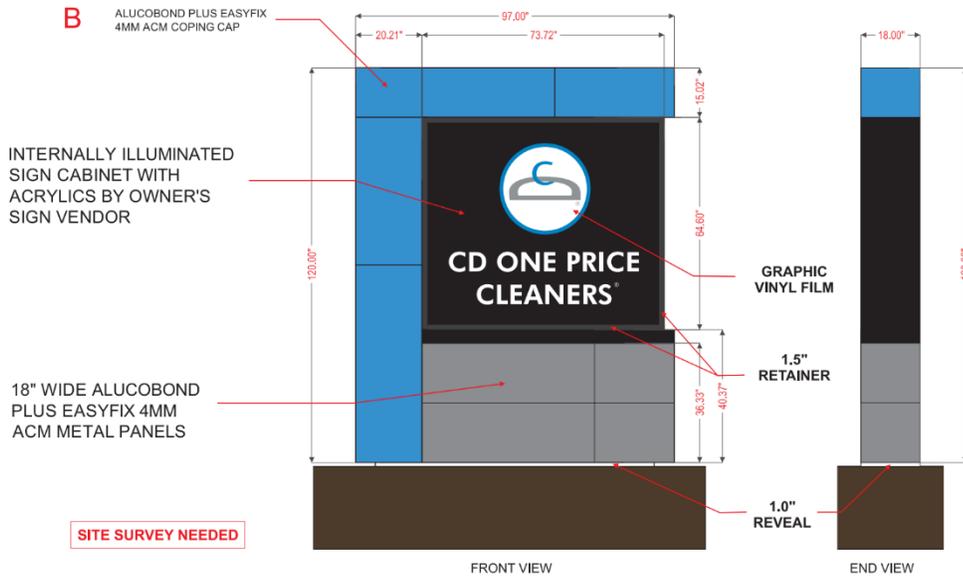
1. Wall Signage (front/east) 124.49-sf (39.5-ft x 3.15-ft)

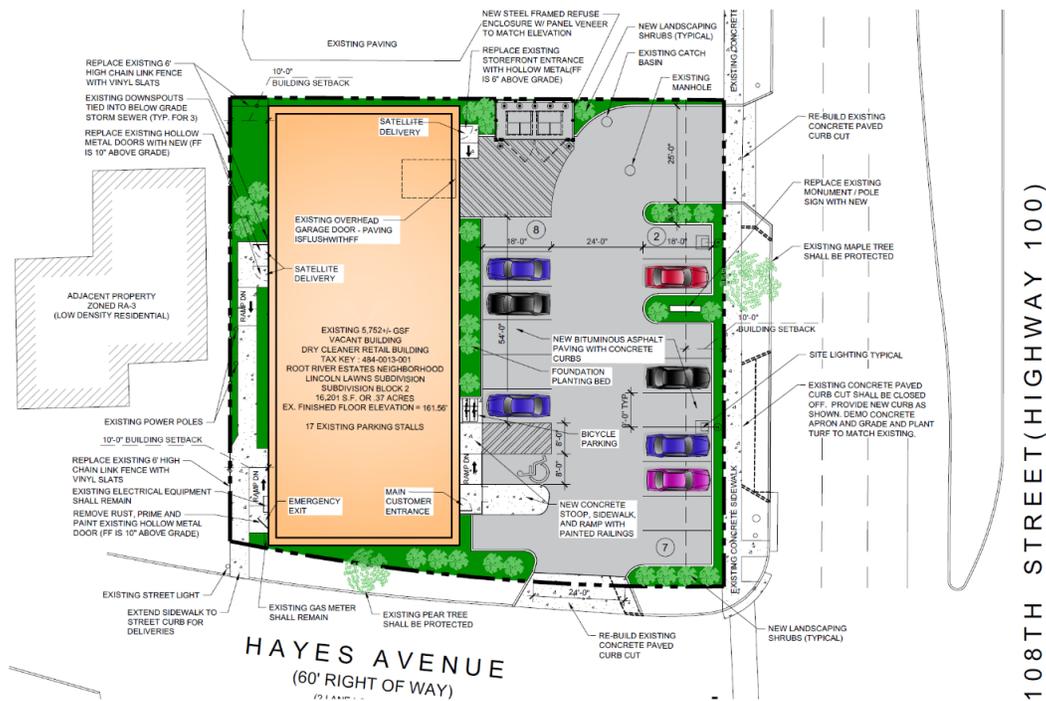


2. Wall Signage (side/north) 24-sf, 4.5-ft x 5.4-ft



3. Monument Sign (front/parking area) 10-ft tall and 32-sf of signage





Staff comment - Criteria #1 is satisfied, as the proposed signage amount would not necessarily contribute to confusion or difficulty in reading existing signs along the corridor. However, it could contribute to a precedent setting change for future signage proposals. Of note, other businesses along the corridor have complied with the signage ordinance. A couple of examples include WI Vision on the corner of W. Lincoln Ave. and Hwy 100. Dollar General on the Corner of W. Greenfield Ave. and Hwy 100. **Criteria #2** is not fulfilled – while the proposed signage is not inherently unique in nature, it does present a high-quality design that integrates well with the proposed overall building and site’s design. The same could be achieved if made to be compliant with the code. Other properties along the corridor have followed the sign code and achieved compatibility with the building design and an impactful advertising message. **Criteria #3**, is not satisfied with this proposal. The conditions of the site are not inherently difficult or unique enough to preclude the construction of a sign in accordance with Sec. 13.21. The building is no further setback than several other properties along the HWY 100 corridor who maintain signage in accordance with the WAMC. The submitted sign proposal also includes a monument sign in the front yard/parking area along the frontage of Hwy 100. Even if the signage on the building were not seen from a distance, the monument signs proximity to the street will be offer visibility and added advertising coverage.

While staff understand that the building abuts two street frontages, the frontage for Hayes St. may not necessitate the additional signage, as the character of this street is

predominantly residential. The additional street frontage here does not necessarily play a large role in the need for additional signage either, as the second wall sign proposed for the building would not face W. Hayes Ave., but rather the parking lot of the adjacent business, Sun Laundry.

Recommendation: Denial of the proposed Sign Plan Appeal for CD One Price Cleaners, an existing Dry Cleaning use, at 2367 S. 108 St. (Tax Key No. 484-0013-001), on the basis that the proposal doesn't satisfy variance criteria of the sign ordinance. Staff would be able to administratively approve a compliant plan if redesigned to meet the 125-sf limit.



SITE SURVEY NEEDED

A FRONT-LIT, PLEX-FACE CHANNEL LETTERS, RACEWAY MOUNTED • FRONT VIEW
INTERNALLY ILLUMINATED PLASTIC FACE CHANNEL LETTERS

QUANTITY: ONE (1)
 OVERALL HEIGHT: 37.82 IN.
 OVERALL LENGTH: 474.00 IN.
 TOTAL SQ. FT.: 124.49 FT²
 RETURNS: 5 IN. DEPTH - PAINTED TO MATCH CYAN BLUE
 BACKS: 0.6 IN. WHITE ALUMINUM
 RACEWAY: EXTRUDED ALUMINUM,
 PAINT TO MATCH EXISTING WALL COLOR
 TRIMCAPS: 1" JEWELITE - TO MATCH CYAN BLUE
 FACE: #7328 WHITE TRANSLUCENT ACRYLIC
 LOGO/LETTER FACE: FIRST-SURFACE INSTALLATION,
 3M CYAN - TRANSLUCENT GRAPHIC VINYL FILM
 3M GRAY - TRANSLUCENT GRAPHIC VINYL FILM

SIGN CODE

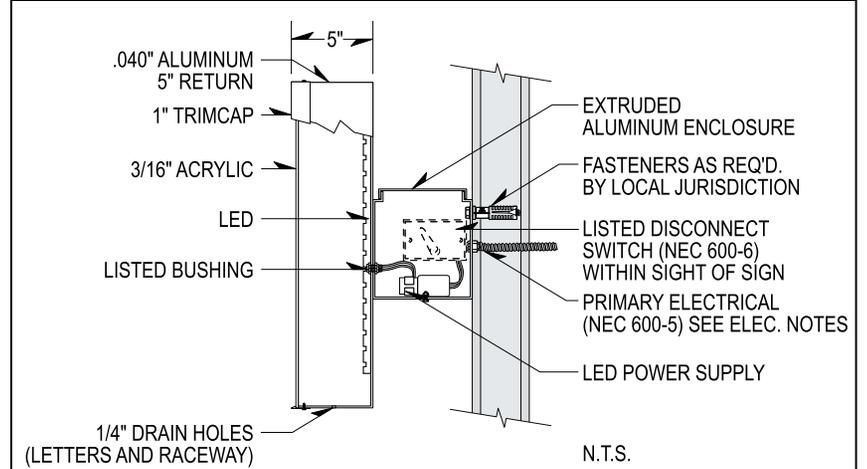
Max Size Allowed = 125 ft²



ILLUMINATION:
WHITE LED MODULES

NOTES:
 • WHITE INTERIORS FOR INCREASED ILLUMINATION
 • ALL PAINT IN TWO-STAGE AUTOMOTIVE ACRYLIC

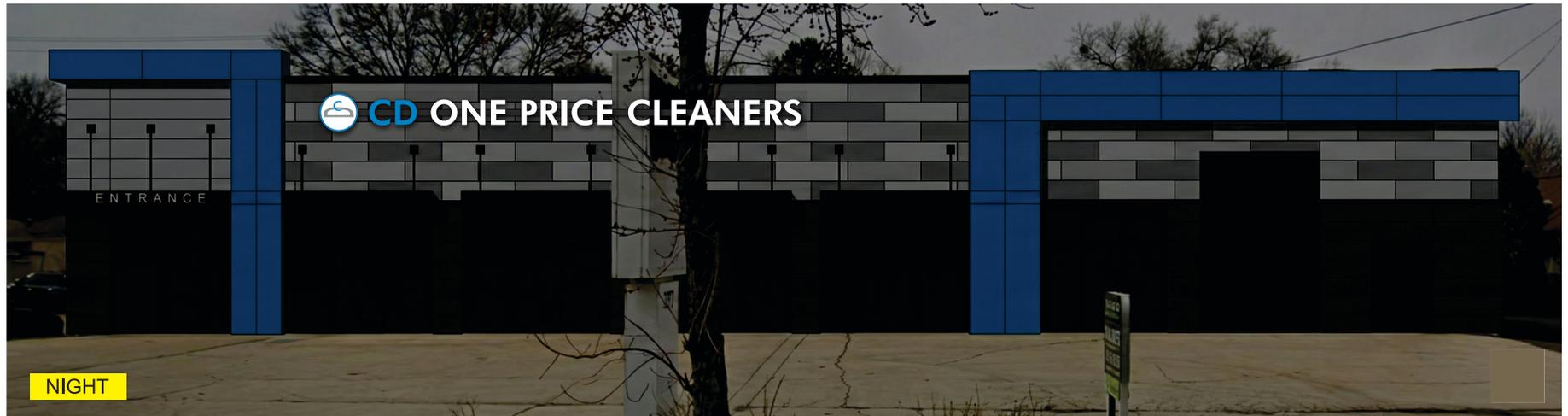
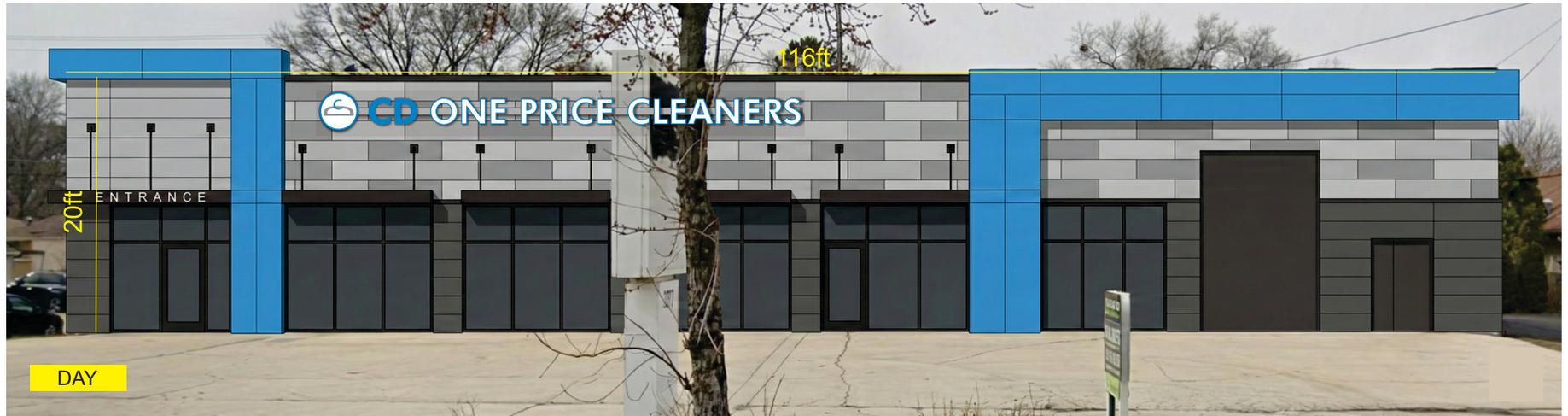
CHANNEL LETTER - TYPICAL SECTION - FRONT-LIT PLASTIC FACE



ELECTRICAL NOTES

Sign Company DOES NOT provide primary electrical to sign. Power to the sign must be done by a licensed electrical contractor or licensed electrician. Each sign must have:

1. A minimum of one dedicated 120V 20A circuit
2. Junction box installed within 6 feet of sign
3. Three wires: Line, Ground, Neutral



SITE SURVEY NEEDED

MOCKUP

**These mockups are for illustrative purposes only. The final product may not be a 100% accurate representation.*



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CLIENT & LOCATION



(2367 S 108th St West Allis, Wisconsin 53227)

CLIENT APPROVAL:

LANDLORD APPROVAL:

LEAD NO.:

SM - PM

DATE STARTED:

09.12.2024

DRAWN BY:

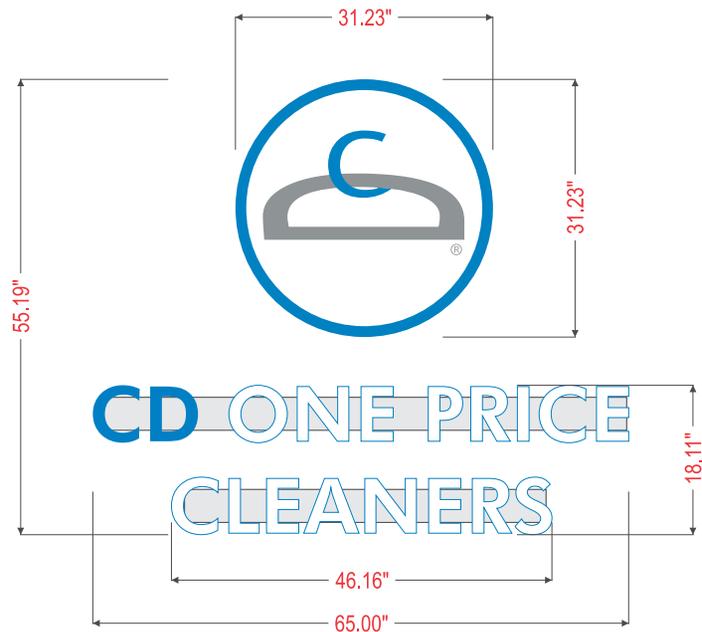
KEN

REVIEWED BY:

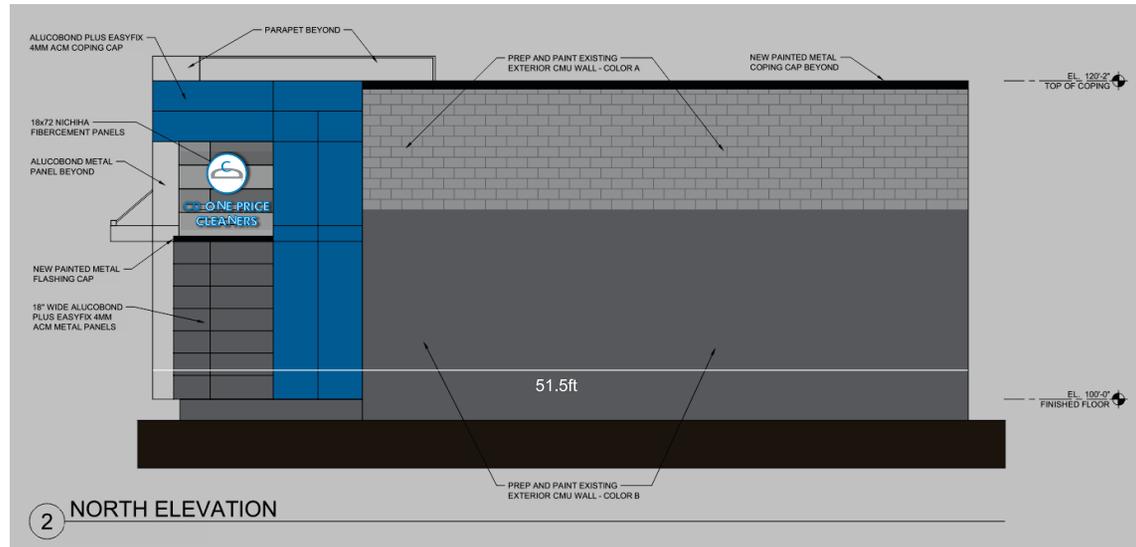
SEG. NO.:

SHEET NO.:

2029



SITE SURVEY NEEDED



CONTEXT ELEVATION

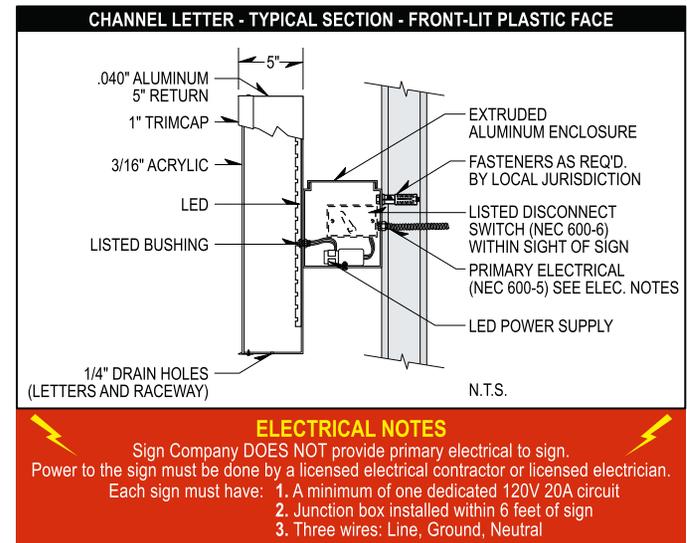
B FRONT-LIT, PLEX-FACE CHANNEL LETTERS, RACEWAY MOUNTED • FRONT VIEW
INTERNALLY ILLUMINATED PLASTIC FACE CHANNEL LETTERS

- QUANTITY: ONE (1)
- OVERALL HEIGHT: 55.19 IN.
- OVERALL LENGTH: 65.00 IN.
- TOTAL SQ. FT.: 24.91 FT²
- RETURNS: 5 IN. DEPTH - PAINTED TO MATCH CYAN BLUE
- BACKS: 0.6 IN. WHITE ALUMINUM
- RACEWAY: EXTRUDED ALUMINUM, PAINT TO MATCH EXISTING WALL COLOR
- TRIMCAPS: 1" JEWELITE - TO MATCH CYAN BLUE
- FACE: #7328 WHITE TRANSLUCENT ACRYLIC
- LOGO/LETTER FACE: FIRST-SURFACE INSTALLATION, 3M CYAN - TRANSLUCENT GRAPHIC VINYL FILM, 3M GRAY - TRANSLUCENT GRAPHIC VINYL FILM



ILLUMINATION: WHITE LED MODULES

- NOTES:**
- WHITE INTERIORS FOR INCREASED ILLUMINATION
 - ALL PAINT IN TWO-STAGE AUTOMOTIVE ACRYLIC



ELECTRICAL NOTES

Sign Company DOES NOT provide primary electrical to sign. Power to the sign must be done by a licensed electrical contractor or licensed electrician. Each sign must have:

1. A minimum of one dedicated 120V 20A circuit
2. Junction box installed within 6 feet of sign
3. Three wires: Line, Ground, Neutral



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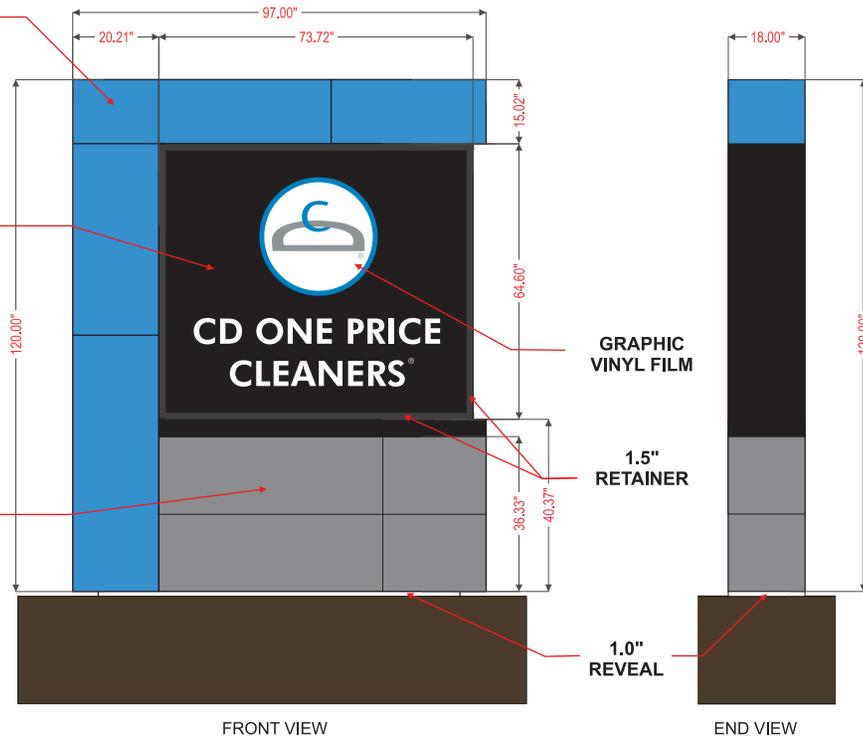
CLIENT APPROVAL:	LEAD NO.:	DATE STARTED:	REVIEWED BY:	SHEET NO.:
LANDLORD APPROVAL:	SM - PM	11/21/2025	SEG. NO.:	30
		DRAWN BY: KEN		

OPTION 2

B ALUCOBOND PLUS EASYFIX
4MM ACM COPING CAP

INTERNALLY ILLUMINATED
SIGN CABINET WITH
ACRYLICS BY OWNER'S
SIGN VENDOR

18" WIDE ALUCOBOND
PLUS EASYFIX 4MM
ACM METAL PANELS

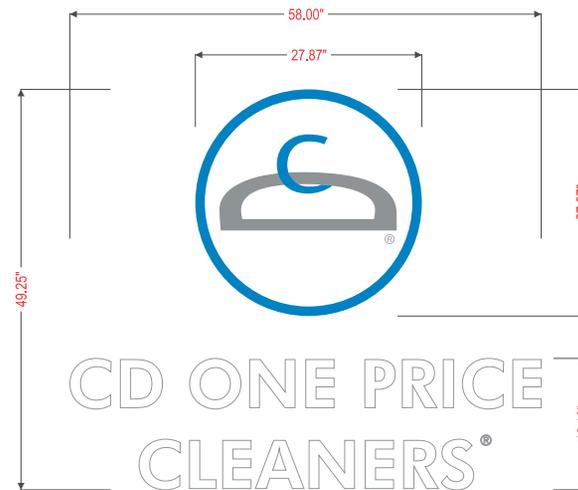


SITE SURVEY NEEDED

FRONT VIEW

END VIEW

B1



C MONUMENT SIGN • FRONT VIEW
INTERNALLY ILLUMINATED

QUANTITY: ONE (1)
OVERALL HEIGHT: 64.60 IN.
OVERALL LENGTH: 73.72 IN.
TOTAL SQ. FT.: 33.07 FT²

C1 VINYL FILM SIGN

QUANTITY: TWO (2)
OVERALL HEIGHT: 49.25 IN.
OVERALL LENGTH: 58.00 IN.
TOTAL SQ. FT.: 19.84 FT²

MATERIAL: FIRST SURFACE
TRANSLUCENT GRAPHIC
3M CYAN - TRANSLUCENT GRAPHIC VINYL FILM
3M GRAY - TRANSLUCENT GRAPHIC VINYL FILM



ELECTRICAL NOTES
Sign Company DOES NOT provide primary electrical to sign.
Power to the sign must be done by a licensed electrical contractor or licensed electrician.
Each sign must have: 1. A minimum of one dedicated 120V 20A circuit
2. Junction box installed within 6 feet of sign
3. Three wires: Line, Ground, Neutral



Sign Variance Appeal Justification

Project: CD One Price Cleaners

Location: 2367 S 108th St West Allis, Wisconsin 53227

Request

We are requesting approval of a sign area variance in accordance with the City of West Allis sign regulations, as strict compliance with the maximum allowable sign area creates a practical difficulty due to unique site conditions.

Basis for the Appeal

The subject property has **two public street frontages**, both of which function as primary approaches to the site. Due to this configuration, signage is required on **two separate building elevations** to provide reasonable identification and wayfinding for customers approaching from different directions.

The building is set back from the roadway and visibility is further limited by traffic speed, viewing angles, and existing site features. Because of these factors, signage designed strictly within the allowed area would be difficult to read and would not provide clear identification for customers approaching the site from either frontage.

The requested variance is not intended to increase visual impact, but rather to allow signage to be distributed across both front-facing elevations and monument sign. The total sign area exceeds the ordinance maximum only because signage is needed on two sides of the building and monument; each individual sign remains proportional, appropriately scaled, and visually restrained.

Practical Difficulty

Limiting signage to the maximum permitted area would prevent the business from being reasonably identified from both street frontages.

This difficulty is not self-created, but is directly related to the property's orientation, setbacks, and dual frontage condition. Without the requested variance, the signage would be ineffective from one or both approaches, potentially causing confusion and inefficient site circulation.

Consistency with the Intent of the Ordinance

The proposed signage is consistent with the **intent and purpose of the West Allis sign ordinance**, which is to allow reasonable business identification while maintaining community aesthetics and minimizing visual clutter.

The signage:

- Provides clear and safe identification for vehicles and pedestrians
- Supports proper wayfinding from both public streets
- Is architecturally integrated into the building design
- Maintains a clean, professional appearance consistent with surrounding development

Conclusion

The requested variance represents the **minimum relief necessary** to address the site's unique conditions while still upholding the goals of the City's sign regulations. Approval of this appeal will allow the signage to function as intended without creating adverse impacts on neighboring properties or the public realm.

Because this request is based on specific, site-related conditions, approval of this variance **does not establish a precedent** for other properties without similar frontage, setback, and visibility constraints.

For these reasons, we respectfully request approval of this sign variance.