



# City of West Allis

## Meeting Minutes

### Plan Commission

7525 W. Greenfield Ave.  
West Allis, WI 53214

---

Wednesday, March 22, 2023

6:00 PM

City Hall, Common Council Chambers  
7525 W. Greenfield Ave.

---

#### REGULAR MEETING

#### A. CALL TO ORDER

#### B. ROLL CALL

- Present** 6 - Wayne Clark, Brian Frank, Eric Torkelson, Jessica Katzenmeyer, Kathleen Dagenhardt, and David Raschka
- Excused** 3 - Dan Devine, Brandon Reinke (PC Alternate), and Rossi Manka

#### Others Attending

Ald. Roadt  
Tony Burgarino, Jim Hoerig, Katie Hampel

#### Staff

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

#### C. APPROVAL OF MINUTES

1. [23-0160](#) February 22, 2023

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

**Katzenmeyer moved to approve this matter, Frank seconded, motion carried.**

#### D. NEW AND PREVIOUS MATTERS

- 2A. [23-0184](#) Conditional Use Permit for Dunkin', a proposed Restaurant with accessory drive-through service, at 7801 W. Greenfield Ave.

**Frank moved to approve the Consent Agenda, items #2A - 2B, Torkelson seconded, motion carried.**

- 2B. [23-0185](#) Site, Landscaping, and Architectural Design Review for Dunkin', a proposed Restaurant with accessory drive-through service, at 7801 W. Greenfield Ave. (Tax Key No. 452-0566-000)

**Attachments:** [\(CUP-SLA\) Dunkin - 7801 W Greenfield Ave](#)

**Zac Roder presented.**

**Recommendation:** Approve the Site, Landscaping, and Architectural Design Review for Dunkin', a proposed Restaurant with accessory drive-through service, at 7801 W. Greenfield Ave. (Tax Key No. 452-0566-000) subject to the following conditions:

*(Item 1-5 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 April 18, 2023).
2. Submit revised site, landscaping, and architectural plans to the Planning & Zoning office to show the following: a) replace EIFS with higher quality building material; b) replace proposed pole sign on site plan with conforming freestanding sign base; c) removal of 2 parking spaces to comply with Sec. 19.44(2); d) addition of outdoor bike rack to comply with Sec. 19.44(3); e) landscaping planting plan approved by City Forestry.
3. Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Code Enforcement 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.
4. 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.
5. Common Council approval of a Certified Survey Map to combine both parcels into one lot.

Frank moved to approve the Consent Agenda, items #2A - 2B, Torkelson seconded, motion carried.

### Passed The Block Vote

Frank moved to approve the Consent Agenda, items #2A - 2B, Torkelson seconded, motion carried.

3. [23-0186](#) Site, Landscaping, and Architectural Design Review for Archie's Flat Top, a proposed Restaurant (limited), at 6922 W. Becher St. (Tax Key No. 476-0086-000)

**Attachments:** [\(SLA\) Archies Flat Top -6922 W Becher St.](#)

Jack Kovnesky presented.

**Recommendation:** Approve the Site, Landscaping, and Architectural Plans for Archie's Flat Top a proposed Restaurant(limited) use, to be located at 6922 W. Becher St. (Tax Key No. 476-0086-000) subject to the following conditions:

(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. ~~Revised site plan being submitted to the Planning and Zoning Office to indicate a refuse enclosure on the site.~~
2. **Signage and lighting plans being submitted to the Planning Office for review. A sign permit is required for signage alterations.**

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

4. [23-0187](#) Site, Landscaping, and Architectural Amendment for Office 6500, a proposed office and 1-Unit Dwelling, at 6500 W. Greenfield Ave. (Tax Key No. 439-0148-000)

**Attachments:** [\(SLA\) Office 6500 - 6500 W Greenfield Ave.](#)

*Jack Kovnesky presented.*

**Recommendation:** Approve the Site, Landscaping, and Architectural Amendment for Office 6500, a proposed office and 1-unit dwelling at 6500 W. Greenfield Ave. (Tax Key No. 476-0086-000) subject to the following conditions:

*(Items 1 and 3 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. Revised floor plan being submitted to the Planning and Zoning Office to indicate the square footage of the office area including the hallway.*
- 2. Revised architectural plan being submitted to the Planning and Zoning Office to indicate removal of the signage and kitchen hood on the existing building, and maintenance repairs to the garage and refuse area to be noted on plans.*
- 3. A signage and lighting plan being submitted to and approved by the Planning office. Removal of old signage and signage permits are required for any new signage alterations.*

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

5. [23-0188](#) Site, Landscaping, and Architectural Amendment for New Image Auto Body, an existing Light Motor Vehicle Service use, at 8830 W. National Ave. (Tax Key No. 478-0273-001)

**Attachments:** [\(SLA\) New Image Auto Body - 8830 W National Ave.](#)

**Zac Roder presented.**

**Recommendation:** Approve the Site, Landscaping, and Architectural Amendment for New Image Auto Body, an existing Light Motor Vehicle Service use, at 8830 W. National Ave. (Tax Key No. 478-0273-001) subject to the following conditions:

*(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. Submit updated plans to the Planning & Zoning office to show a) refuse enclosure.*
- 2. Signage and lighting plans being submitted (if alterations are planned).*

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

6. [23-0189](#) Site, Landscaping, and Architectural Design Review for LA Pub & Grill, a proposed Tavern, at 5832 W. Lincoln Ave. (Tax Key No. 474-0402-000)

**Attachments:** [\(SLA\) LA Pub & Grill - 5832 W Lincoln Ave.](#)

*Steve Schaer presented.*

**Recommendation:** *Approve the Site, Landscaping, and Architectural Amendment for ~~Office 6500, a proposed office and 1-unit dwelling at 6500 W. Greenfield Ave. (Tax Key No. 476-0086-000)~~ LA Pub & Grill, a proposed Tavern, at 5832 W. Lincoln Ave. (Tax Key No. 474-0402-000), 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 Plan Commission. Contractors applying for permits should be advised accordingly.)*

1. *Revised architectural plan to be submitted to the Planning and Zoning Office to show the following: (a) detail exterior materials being used on the plan elevations; an alternative material to replace the proposed cedar board siding area above windows (consider LP, hardi-board panels, nichiha products or tile); (b) façade additional layering and relief/off-set to avoid a flat plain look; (c) carry brick up the SW and SE corners of the building (d) show any HVAC wall or roof top units; (e) provide a plan to show any upgrades to the existing garage. At minimum a basic scope of work (if new overhead doors, paint...);*
2. *Exterior lighting plans. Show exterior lighting details of the proposed location and fixture type on the plans.*
3. *Revised site and landscaping plan to be submitted to the Planning and Zoning Office to show the following: (a) specify site improvements like chain link fence removal areas, new fence areas, fence style and height, refuse area and screening details; (b) Provide a basic table chair layout of the outdoor area (number of seats) and any screening considerations.*

**Raschka moved to approve this matter as amended, Katzenmeyer seconded, motion carried.**

7. [23-0190](#) 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.](#)

*Steve Schaer presented.*

**Recommendation:** *Hold 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)*

1. *The applicant has failed to supply a complete set of plans. Staff recommends the Plan Commission set a deadline for a complete set to be submitted with the understanding that the plans will be rejected if this deadline is not met. The applicant would be able to reapply whenever they have updated plans that reflect changes from the original submission.*

Torkelson moved to hold this matter per staff recommendation, Dagenhardt seconded, motion carried.

8. [23-0103](#) Ordinance to Amend Section 19.01 of the West Allis Revised Municipal Code, relative to rezoning 6604-20 W. Mitchell St. from I-1 to C-3.

**Attachments:** [\(ORD\) Higgins Rezoning - 6604-20 W Mitchell St. \(2-22-23\)](#)  
[\(ORD\) Higgins Rezoning - 6604-20 W Mitchell St. \(3-22-23\)](#)

Steve Schaer presented

**Recommendation:** Common Council approval of the Ordinance to Amend Section 19.01 of the West Allis Revised Municipal Code, relative to rezoning 6604-20 W. Mitchell St. from I-1 to C-3 (Tax Key No. 454-0254-002), subject to the following conditions.

1. 6604-20 W. Mitchell St. (Tax Key No. 454-0254-002) is rezoned from I-1 to C-3.
2. 6604-20 W. Mitchell St. (Tax Key No. 454-0254-002) is conditionally rezoned C-3 to I-1 under the following conditions: a) the only use of the property remains a tower service and b) the tower service is not discontinued for a period of 12 months.
3. In the event any of the above conditions are not met, then the property shall automatically revert back to C-3 zoning.
4. In the event the conditional zoning is amended, all nonconforming use rights for the property under Section 62.23(7)(h), Wisconsin Statutes, shall apply.

Raschka moved to approve this matter as amended, Katzenmeyer seconded, motion carried.

9. [23-0191](#) Vacation of part of the alley North of the 7400 Block of W. Greenfield Ave.

**Attachments:** [\(VAC\) 7400 Alley N of Greenfield Ave.](#)

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

10. [23-0192](#) Ordinance to Amend Section 19 of the West Allis Revised Municipal Code.

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

Jack Kovnesky presented.

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

11. [23-0193](#) OpenGov Tutorial for Plan Commissioners.

Zac Roder presented.

This matter was Discussed.

13. [23-0195](#) Comprehensive Plan Engagement update.

Zac Roder presented.

This matter was Discussed.

- 14. [23-0194](#) Project tracking updates.

*Zac Roder presented.*

**This matter was Discussed.**

**E. ADJOURNMENT**

*There being no other business, a motion was made by Frank, seconded by Torkelson to adjourn at 7:25 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.