



**MINUTES
WEST ALLIS PLAN COMMISSION
WEDNESDAY, SEPTEMBER 28, 2016
6:00 pm
ART GALLERY – CITY HALL – 7525 W. GREENFIELD AVE.**

- PRESENT:** Mayor Dan Devine; Wayne Clark, Vice Chair; Ron Rieboldt; Erin Hirn; Jon Keckeisen; Eric Torkelson; Jim Lisinski
- EXCUSED:** Jean Wolfgang;
- STAFF:** Steve Schaer, AICP, Manager of Planning and Zoning
Bart Griepentrog, AICP, Planner II
- OTHERS:** Pat Coraggio, Julie Carlsen, Joan M. Schneider, Neal Steffek, Kevin Donahue, Ald. Roadt, Diane Brandt, Billy Alfahel

The meeting was called to order at 6:04 p.m. in the Art Gallery.

1. Approval of the minutes of the August 24, 2016 meeting.

A motion was made by Eric Torkelson and seconded by Jim Lisinski to approve the minutes of the August 24, 2016 meeting.

The motion carried unanimously.

- 2A. Special Use Permit for Light of Grace Annex, a proposed religious institution, to be located at 5900 W. National Ave.**
- 2B. Site, Landscaping and Architectural Plans for Light of Grace Annex, a proposed religious institution to be located at 5900 W. National Ave., submitted by Kris Nelsen, d/b/a Light of Grace (Tax Key No. 438-0300-000).**

Items 2A, and 2B were considered together.

Discussion ensued with questions being answered by staff.

Eric Torkelson referred to the staff report, page 3, and questioned the timeframe with completing item one (1).

Bart Griepentrog advised plans are to be received within the coming weeks with implementation in one year.

Eric Torkelson questioned and received confirmation from staff that if the non-conforming sign isn't removed within a year the church would be non-complaint and enforcement would ensue.

A motion was made by Jim Lisinski seconded by and Erin Hirn to accept the staff recommendations.

Recommendation: Recommend Common Council approval of the Special Use Permit for Light of Grace Annex, a proposed religious institution, to be located at 5900 W. National Ave. and approval

of the Site, Landscaping and Architectural Plans for Light of Grace Annex, a proposed religious institution to be located at 5900 W. National Ave., submitted by Kris Nelsen, d/b/a Light of Grace. (Tax Key No. 438-0300-000), subject to the following conditions:

(Items 1–5 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by the Plan Commission. Contractors applying for permits should be advised accordingly.)

1. Site, Landscaping and Architectural improvements to include the following: (a) replacement of the previously installed refuse enclosure, or confirmation that no refuse will be kept outside; (b) re-striping of the parking stalls within the parking lot, including required ADA stalls and aisles; (c) removal of previous tenant's window signage; and, (d) re-anchoring of wheel stops, as needed. Contact Bart Griepentrog, Planner II at (414) 302-8469 with any questions.
2. An estimated cost of refuse screening being submitted to the Department of Development for approval. Contact Bart Griepentrog, Planner II at 414-302-8469.
3. A surety bond or other form of security as required under Sec. 12.13(14) of the Revised Municipal Code in the amount of 125% of the estimated cost of refuse screening shall be executed by the applicant prior to the issuing of a building permit. Contact Bart Griepentrog, Planner II at 414-302-8469.
4. Property owner's acknowledgement signature that the non-conforming pole signs will be removed within one year of plan approval.
5. Common Council approval of the Special Use Permit and Transitional Use Permit. A Public Hearing is scheduled for October 18, 2016.

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

6. 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.

The motion carried unanimously.

3. Site, Landscaping and Architectural Plan amendment for proposed exterior building improvements to the existing Perkins restaurant property located at 2878 S. 108 St. submitted by Kevin Donahue, Manna Inc./BF Companies and Pat Correll, CBT, Inc./BF Companies (Tax Key No. 519-0001-012).

Discussion ensued with questions being answered by staff.

Jim Lisinski made a motion to accept the staff recommendations as presented, having the applicant work with staff regarding item 1(a). Receiving no seconding motion the committee resumed discussion of this item.

Jim Lisinski stated the asphalt parking lot requires more attention than just a patch to make it compliant. Kevin Donahue stated they have a three year lease, at the end of which the full site would be addressed.

Ron Rieboldt questioned the need for a landscaping island. Steve Schaer stated the required island would eliminate some pavement and channel traffic.

Wayne Clark stated sealing the lot was not enough and a new parking lot is needed.

Erin Hirn questioned if a door would face W. Dakota St. Perkins architect Kevin Donahue indicated that the main entrance faces Highway 100 and not W. Dakota St. Understanding the location of the door, Erin Hirn indicated her preference not to install additional stonework as recommended by staff.

A motion was made by E in Hirn and seconded by Jim Lisinski to strike condition 1(a) and accept the staff recommendations (which included integrating a landscaping island into the rear parking area).

Recommendation: Recommend approval of the Site, Landscaping and Architectural Plan amendment for proposed exterior building improvements to the existing Perkins restaurant property located at 2878 S. 108 St. submitted by Kevin Donahue, Manna Inc./BF Companies and Pat Correll, CBT, Inc./BF Companies (Tax Key No. 519-0001-012)., subject to the following:

(Items 1-3 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by the 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) installation of decorative stone on the south column nearest the main entry;~~ (b) a landscaping island being incorporated into the rear parking lot area and an as-built site/landscaping plan being provided to the Department of Development to address site and landscaping updates noted within the Staff Report; (c) a bicycle rack being incorporated into the site plan. Contact Steven Schaer, Manager of Planning and Zoning at (414) 302-8460 with any questions.
2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Steven Schaer, Manager of Planning and Zoning at (414) 302-8460 with any questions.
3. A surety bond or other form of security as required under Sec. 12.13(14) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8466.

(Remaining conditions of approval to be satisfied within one year of Plan Commission approval:)

4. Signage plan being submitted to the Department of Development for review and consideration.
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.

The motion passed 5-1 (Wayne Clark opposed).

The motion carried unanimously.

4. **Site, Landscaping and Architectural amendment for a proposed site plan modification for the Center for Deaf-Blind Persons, Inc., a proposed office use located at 8302-8314 W. Lincoln Ave.,**

submitted by Julie Carlsen of BSI, Inc. and Joan Schneider of the Center for Deaf-Blind Persons, Inc. (Tax Key No. 477-0658-001).

Discussion ensued with questions being answered by staff.

Jon Keckeisen inquired who the other tenant is and was advised it's a pet store which would not be affected by these changes.

A motion was made by Jim Lisinski and seconded by Eric Torkelson to accept the staff recommendations. Staff clarified its recommendation with respect to condition number 2 (Board of Appeals). If the Center for Deaf-Blind wishes to reduce parking below 17 spaces, then Board of Appeals review and approval will be required.

Recommendation: Recommend approval of the Site, Landscaping and Architectural amendment for a proposed site plan modification for the Center for Deaf-Blind Persons, Inc., a proposed office use located at 8302-8314 W. Lincoln Ave., submitted by Julie Carlsen of BSI, Inc. and Joan Schneider of the Center for Deaf-Blind Persons, Inc. (Tax Key No. 477-0658-001), subject to the following:

(Item 1 is required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by the 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) site/landscaping updates with the previously approved plan; (b) replacement of the refuse enclosure doors; (c) clean-up of existing facade. Contact Steven Schaer, Manager of Planning and Zoning at (414) 302-8466 with any questions.
2. If the parking on site is reduced below 17 parking stalls, then Board of Appeals review and approval of the parking deficiency is required. Plan Commission has recommended that the Board of Appeals may grant a variance for 2 parking stalls (maintain a total of 15 spaces on site) for the property which includes the Center for Deaf-Blind Persons on the following basis:
 - a) The proposed use will rely heavily upon public and private transit service;
 - b) The existing building is not being expanded to increase the requirement for additional off-street parking, over what was required when the building was originally constructed;
 - c) Should the use change, the drop off lane may be replaced with 4 parking spaces.

(Remaining conditions of approval to be satisfied within one year of Plan Commission approval:)

3. Signage plan and lighting being submitted to the Department of Development for review and consideration.
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.

The motion carried unanimously.

5. **Architectural Plan amendment to modify a previously approved plan for an existing building, formerly Winn Design and Construction, located at 11016 W. Becher St, submitted by Pat Corragio/P and A I, LLC, property owner (Tax Key No. 481-9995-009).**

Discussion ensued with questions being answered by staff. Staff noted that the new windows would be recessed two to three inches. Furthermore, the landscaping recommendations from the October 2015 Plan Commission approval would be completed this year.

A motion was made by Ron Rieboldt and seconded by Jon Keckeisen to accept the staff recommendations.

Recommendation: Approval of the Architectural Plan amendment to modify a previously approved plan for an existing building, formerly Winn Design and Construction, located at 11016 W. Becher St, submitted by Pat Corragio/P and A I, LLC, property owner (Tax Key No. 481-9995-009), subject to new windows being recessed.

The motion carried unanimously.

6. Site, Landscaping and Architectural Plans for proposed site and building improvements to the former restaurant property located at 3411 S. 108 St., submitted by Donald Kurkowski, Architects/Planners, S.C. and Bill Alfahel, property owner (Tax Key No. 523-9951-002).

Discussion ensued with questions being answered by staff. This was presented as an update to last month's plan.

Jim Lisinski questioned if the currently proposed ADA stall is in the correct location. He also suggested that 2 ADA-compatible stalls might be preferred and asked the applicant to think about it.

A motion was made by Erin Hirn and seconded by Jim Lisinski to accept the staff recommendations.

Recommendation: Recommend approval of the Site, Landscaping and Architectural Plans for proposed site and building improvements to the former restaurant property located at 3411 S. 108 St., submitted by Donald Kurkowski, Architects/Planners, S.C. and Bill Alfahel, property owner (Tax Key No. 523-9951-002), subject to the following:

(Items 1-3 are required to be satisfied prior to the issuance of building permits associated with the proposed work reviewed by the 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) landscaping subject to the City Forester review and approval; (b) identify pavement improvements on plans (including parking lot surface updates/repairs, removal of remnant curbing, wheel stops and proposed patio surface type); (c) plans to include a compatible design for the refuse enclosure (to match the building); (d) remove existing wood light pole on site; and, (e) details and location of a bicycle rack being incorporated into the site plan. Contact Steven Schaer, Manager of Planning and Zoning at (414) 302-8460 with any questions.
2. An estimated cost of landscaping and screening being submitted to the Department of Development for approval. Contact Steven Schaer, Manager of Planning and Zoning at (414) 302-8460 with any questions.
3. A surety bond or other form of security as required under Sec. 12.13(14) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit. Contact Steven Schaer, Manager of Planning and Zoning at 414-302-8466.

(Remaining conditions of approval to be satisfied within one year of Plan Commission approval:)

4. Signage plan and lighting being submitted to the Department of Development for review and consideration.
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.

The motion carried unanimously.

7. Creative Sign Plan and Sign Plan Appeal for The Drunk Uncle, an existing bar, located at 1902 S. 68 St., submitted by Neal Steffek, d/b/a The Drunk Uncle. (Tax Key No. 476-0001-000)

Discussion ensued with questions being answered by staff.

The committee voiced concerns with future re-faces, which are addressed in the staff recommendation condition #1

A motion was made by Jim Lisinski and seconded by Erin Hirn to accept the staff recommendations.

Recommendation: Recommend approval of the Creative Sign Plan and Sign Plan Appeal for The Drunk Uncle, an existing bar, located at 1902 S. 68 St., submitted by Neal Steffek, d/b/a The Drunk Uncle. (Tax Key No. 476-0001-000), subject to the following conditions:

1. Owner's acknowledgement that the signs may not be refaced without Plan Commission approval and shall be completely removed at the point of sale or business closure. All future signage shall be subject to the provisions of the West Allis Sign Code.
2. Inclusion of framing around the signs, to add the required dimension and cover any remaining partial window openings.
3. Confirmation from the Building Inspections and Neighborhood Service department that the window openings may be closed and covered.
4. Submission of application and fees for signage permits from Building Inspections.
5. Lighting details, if any, to aesthetically complement the building and not splay light beyond the property.

The motion carried unanimously.

Save-A-Lot Grand opening is being held at 8:00 a.m., Thursday, September 29, 2016.

There being no other business, a motion was made by Jim Lisinski and seconded by Wayne Clark to adjourn.

The motion carried unanimously.

The Plan Commission meeting was adjourned at 6:50 p.m.