



**VILLAGE OF WHITEFISH BAY
PLAN COMMISSION AGENDA**

July 18, 2017 – 7:00pm
Whitefish Bay Village Hall
5300 N. Marlborough Dr., Whitefish Bay, WI 53217

1. Call to Order.
2. Approval of the Minutes of the Regular Meeting of June 20, 2017.
3. **PUBLIC HEARINGS**
 - a. On Conditional Use Grant Application for *Qticles Nail Salon* – 509 E. Silver Spring Dr.
4. **NEW BUSINESS**
 - a. Review and action on Conditional Use Grant Application for *Qticles Nail Salon* – 509 E. Silver Spring Dr.
5. Adjournment

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at (414) 962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the Community Development Authority may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.wfbvillage.org)

Dated: July 14, 2017, Paul Boening – Village Manager

**VILLAGE OF WHITEFISH BAY
PLAN COMMISSION MINUTES**

**June 20, 2017 – 6:00pm
Whitefish Bay Village Hall
5300 N. Marlborough Dr., Whitefish Bay, WI 53217**

1. Call to Order.

President Siegel called the meeting to order at 6:00pm. Present: Commissioners Moore, Sauer, Serebin and Siegel. Commissioner Roth arrived at 6:02pm and Commissioner Huber arrived at 6:05pm. Also Present: Village Manager Paul Boening, Director of Building Services Joel Oestreich and Attorney Jaekels.

2. Approval of the Minutes of the Regular Meeting of April 18, 2017.

Commissioner Moore moved, seconded by Commissioner Sauer to approve the minutes of the regular meeting of April 18, 2017. Motion Carried, 4-0.

3. **PUBLIC HEARINGS**

- a. On Conditional Use Grant Application for *Jordipher Creative* (Creative Services and Arts Education) – 629 E. Silver Spring Dr. (Second Floor).

Business owners Chris and Jordan Feiereisen indicated that *Jordipher Creative* would offer dance, acting, voice and other specialty classes. The business would also offer graphic design, brand marketing and general creative services. There were no public comments. President Siegel closed the public hearing at 6:11pm.

The Commission then proceeded to Item 4a.

- b. On proposed Ordinance No. 1832 to amend portions of Chapter 16 (Zoning Code) related to the Silver Spring Drive Business District.

There were no public comments. President Siegel closed the public hearing at 6:14pm.

- c. On proposed Ordinance No. 1833 to amend portions of Chapter 7 related to sandwich board signs.

There were no public comments. President Siegel closed the public hearing at 6:14pm.

4. **NEW BUSINESS**

- a. Review and action on Conditional Use Grant Application for *Jordipher Creative* (Creative Services and Arts Education) – 629 E. Silver Spring Dr. (Second Floor).

Village Manager Paul Boening summarized the business plan and applicable Village requirements. Commissioner Moore moved, seconded by Commissioner Huber to approve the Conditional Use Application subject to the conditions as outlined in the Staff Memo and with the maximum hours of operation as permitted by Code. Motion Carried, 6-0.

- b. Review and recommendation to Village Board on proposed Ordinance No. 1832 to amend portions of Chapter 16 (Zoning Code) related to the Silver Spring Drive Business District.

Village Manager Paul Boening summarized the memo from the Village's planning consultant, Graef. He noted that the Plan Commission had discussed the proposed changes in detail at its meeting in April. Attorney Jaekels referenced that he will make some required language modifications in response to a Supreme Court ruling about sign restrictions. He will include the changes in the final version of the Ordinance. Discussion followed regarding size requirements for signage above the ground floor in District 11. Commissioner Serebin moved, seconded by Commissioner Huber to recommend that the Village Board adopt Ordinance No. 1832 subject to final review/modification by Attorney Jaekels and subject to revising 16.18(D)(8) to reflect: "...and one-half of one square foot per lineal foot for each business above the ground floor." Motion Carried, 6-0.

- c. Review and recommendation to Village Board on proposed Ordinance No. 1833 to amend portions of Chapter 7 related to sandwich board signs.

The Commission discussed the proposed sandwich board sign requirements. Commissioner Serebin moved, seconded by Commissioner Moore to recommend that the Village Board adopt Ordinance No. 1833 subject to removing 7.14(F) and subject to deletion of the second sentence in 7.14(D). Motion Carried, 6-0.

5. Adjournment

Commissioner Serebin moved, seconded by Commissioner Roth to adjourn the meeting at 6:47pm. Motion Carried, 6-0.

Respectfully Submitted,
Paul Boening –Village Manager



Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217
Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Whitefish Bay Plan Commission
From: Paul Boening, Village Manager
Date: July 14, 2017
Re: Qtics – Conditional Use Application

Executive Summary

Applicant Quan Vu has applied for a Conditional Use Permit for a nail salon to be located at 509 E. Silver Spring Drive (current Minoan tenant space). The proposed business would occupy an existing constructed leasable commercial space that falls within the Silver Spring Business District. It will be subject to the applicable laws as dictated by the zoning code. The following section will detail some of the requirements needed of the applicant for this business to be compliant with Village laws.

Code Provisions

Under the Village Code of Ordinances, the applicant must meet the subsequent legal requirements to operate the proposed business within the Village.

- The applicant must not violate any of the prohibitions of the zoning code under Section 16.11 or 16.099(3) A. Based on the application that was submitted, nothing in the description of the business or its operations will violate these sections of the Code.
- The applicant is requesting to operate the business between the hours of 10:00am and 8:00pm, Tuesday – Sunday. This does not conflict with the ordinance that dictates no business can be operational between the hours of 10:00pm and 6:00am that is laid out in Section 8.01 (8) of the zoning code. Any restrictions on the hours of operation are to be decided by the Plan Commission.
- Section 16.099 (6A) dictates that “off-street on-site” parking is required in District 11. The Plan Commission must rule on whether or not it is acceptable to bypass this requirement of the code considering the size of the operation and other parking options provided in the area. Subsection V, (b) of 16.099 (6A) requires evidence to be shown that actual parking demand won’t exceed code requirements. In accordance with Village parking calculation standards, the

proposed business would be required to provide for “on-site parking” with approximately 6-8 spaces needed.

As Commissioners are aware, there are a total of 132 public parking spaces in the two garages at Beaumont Place, as well street spots available within walking distance of the proposed business. It is under the discretion of the Plan Commission to bypass the parking requirements based on the availability in the area.

- Signage for the proposed business must meet the standards of Section 16.18(8) which lays out the requirements for signs in District 11. Once signs are submitted for the business, they will have to be reviewed and approved by the Architectural Review Commission before being able to be placed on location.
- Applicant must contact the Fire Marshal at the North Shore Fire Department to ensure that all applicable fire code requirements are met through inspection.
- Applicant must contact the North Shore Health Department to ensure that all health codes related to the nail salon use are followed.

Recommendation

Staff recommends approval of the Conditional Use Permit for Qtics Nail Salon at 509 E. Silver Spring Drive with approval of the Plan Commission on all conditions and guarantees that are described in Section 16.099(4)(G). The Commission may want to consider approving the maximum hours of operation as permitted by Code (Daily, 6:00am – 10:00pm) to allow the business future flexibility.



Village of Whitefish Bay
5300 N. Marlborough Dr. ♦ Whitefish Bay, WI 53217
Phone: (414) 962-6690 ♦ Fax: (414) 962-5651

CONDITIONAL USE APPLICATION

VILLAGE ORDINANCE SECTION 16
www.wfbvillage.org

APPLICATION FEE: \$100

Application fee should be made payable to Village of Whitefish Bay upon submittal of completed application.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: Dave Decker Properties
Last name: Decker First name: Dave
Address: 250 N. Sunnyslope rd City/State/Zip: Brookfield, WI 53005
Phone number: 262 785-0840 Email address: Davidjdecker.com

2. Applicant Information: (if different from above)

Company name: Qticles Salon LLC.
Last name: Vu First name: Quam
Address: 2127 E CAPITAL DR. City/State/Zip: 53211
Phone number: 414 916-9919 Email address: Qticles@gmail.com

3. Address(es) of Property Involved: (if different from above)

509 E Silver Spring Dr.

4. Zoning Designation: _____

5. Statement of Intent: Briefly describe what will be done on or with the property requiring the conditional use approval.

Nail Salon - Very Natural Services. We will not
be doing nail enhancements or anything related to
the strong odors.

6. General Information:

- Name of Proposed Business: Optics Salon
- Type of Business: Nail
- What other licenses, permits, etc. are required for operation, and have they been obtained?
plumbing, electrical, architect No
- Anticipated Number of Employees: 4
- Total Square Feet of Sales Area: 1088
- Proposed Parking Area for Customers: Street Parking
- Proposed Parking Area for Employees: Street
- Control of Property (Signed Lease, Owner Occupied, etc.): _____
- Frequency and Location of Deliveries: 0

7. Additional Required Information:

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
 - b. **Plan of Operation:** Including hours of operation, products to be sold and any other pertinent information regarding the proposed business.
 - c. **Exterior/Interior Changes:** A description of any proposed changes to the exterior and/or interior of the subject property. If the application involves an entire building or if any exterior changes are planned, a plat of survey prepared by a registered land surveyor showing all of the information required for a building permit, including landscaping shall be included.
 - d. **General Layout:** A plan indicating the location of buildings, rooms, parking areas, traffic access, driveways, walkways, open spaces, landscaping and lighting. Drawings must be to scale and have the dimensions of all rooms/workspaces.
8. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: [Signature]

Date: 6/30/17

Applicant: [Signature]

Date: 6-30-17

Fee Paid: \$100 Date: 7/10/17 Receipt # 99876

Applications for conditional use approval must be received at least 21 days prior to the meeting date; applications received after this date cannot be heard at the Planning Commission meeting the following month.

Boening, Paul

From: Quan <dienkhung@gmail.com>
Sent: Monday, July 03, 2017 1:55 PM
To: Boening, Paul
Subject: 509 e silver spring (Minoan space)

Categories: Plan Commission

#7. Additional required information:

A.

Lake crest lots 4,5 & 6 BLK. 2

B.

-Hours (Tues - Sun 10am - 8pm)

-Sold products (polish & lotion)

-Services (natural pedicures & natural manicures)

C.

Interior changes: removal of cabinets on right and left walls

Paul please give me a couple of days to turn in # D.

Thanks

PROPERTY:
MINOAN
509 E. SILVERSPRING

