



**VILLAGE OF WHITEFISH BAY
PLAN COMMISSION AGENDA**

November 20, 2017 – 6:30pm

**Meeting Location: Whitefish Bay Public Library – Program Room
5420 N. Marlborough Dr., Whitefish Bay, WI 53217**

1. Call to Order.
2. Approval of the Minutes of the Regular Meeting of August 24, 2017.
3. **PUBLIC HEARINGS**
 - a. On Conditional Use Grant Application for *HCA Asset Management* (Appraisal Firm) – 601 E. Henry Clay Street.
4. **NEW BUSINESS**
 - a. Review and action on Conditional Use Grant Application for *HCA Asset Management* (Appraisal Firm) – 601 E. Henry Clay Street.
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: November 17, 2017, Paul Boening – Village Manager

VILLAGE OF WHITEFISH BAY
PLAN COMMISSION MINUTES
August 24, 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 Sauer, Serebin, Roth and Siegel. Also Present: Village Manager Paul Boening and Assistant Manager Tim Blakeslee.

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

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

3. **PUBLIC HEARINGS**

- a. On Conditional Use Grant Application for *Carbonneau Custom Carpentry* – 833 E. Henry Clay Street.

Building owners Mike Kelly and Todd Hoagland explained that the proposed business would occupy the first floor (1,200 sq. ft.). Mr. Carbonneau has been in carpentry for 25 years. Commissioner Serebin questioned whether there were noise issues associated with on-site woodworking. Mr. Carbonneau replied that he had been working in the unit for months without any complaints. Discussion followed. There were no public comments. President Siegel closed the public hearing at 6:09pm.

4. **NEW BUSINESS**

- a. Review and action on Conditional Use Grant Application for *Carbonneau Custom Carpentry* – 833 E. Henry Clay Street.

Commissioner Sauer moved, seconded by Commissioner Serebin to approve the Conditional Use Application as submitted. Motion Carried, 4-0.

5. Adjournment

Commissioner Serebin moved, seconded by Commissioner Roth to adjourn the meeting at 6:10pm. Motion Carried, 4-0.

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: Plan Commission
From: Paul Boening – Village Manager
Date: November 17, 2017
Re: HCA Asset Management Conditional Use Permit Application

Executive Summary

Mr. Mark Hessel submitted a Conditional Use Application to operate an appraisal firm at 601 E. Henry Clay Street (southeast corner of Henry Clay Street & Hollywood Avenue). The tenant space was previously occupied by Henderson Law Office.

The property in question is zoned District 5 (Apartment District). Street level offices in District 5 require Conditional Use approval (Sections 16.08(1)(d) and 16.09(1)(f) of the Zoning Code.

HCA Asset Management is currently located at 225 E. Fairmount Avenue.

Requirements

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 comply with the zoning district laws that fall under Section 16.09 of the Whitefish Bay Municipal Code. This includes all subsequent laws including the uses of retail and services in the Business District, as well as all matters of the Plan Commission's review of the business at the hearing.
- Signage for the proposed business must meet the standards of Section 16.18(D)(3) which lays out the requirements for signs in District 5.
- The applicant is requesting to operate the business from 7:00am – 8:00pm, Monday – Friday (however, customers are not served at the location). The proposed hours comply with Section 8.01 (8) of the Village Code, which dictates that no business can be operational between the hours of 10pm and 6am.
- "Off-street on-site" parking is required in District 6 as dictated by the parking utility in Section 6.065. The Plan Commission must rule on whether or not this is acceptable to bypass this requirement of the code considering the size of the operation and other parking options provided in the area. Based on the square footage of the office use (800 sq. ft.) and the proposed number of employees (6-8), there would be a requirement of (4) total stalls needed based on the

designations of Section 6.065. The applicant has indicated that staff members will utilize street parking. It will be up to the discretion of the Plan Commission to decide whether or not to omit the parking requirements for the business based on the application and the operation of the business.

Recommendation

Staff recommends approval of the Conditional Use Permit for HCA Asset Management at 601 E. Henry Clay Street subject to compliance with all conditions and guarantees that are described in Section 16.091 of the Zoning Code.



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: Haase Enterprises, LLC
Last name: Haase First name: Dave
Address: 5168 N. Hollywood City/State/Zip: WFB, WI 53217
Phone number: 414.964.4080 Email address: _____

2. Applicant Information: (if different from above)

Company name: HCA Asset Management, LLC
Last name: Mark Hessel First name: Mark
Address: 225 E. Fairmount Ave City/State/Zip: WFB, WI 53217
Phone number: 414.906.1921 Email address: mhessel@hcamgt.com

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

601 E. Henry Clay

4. Zoning Designation: _____

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

Continued use as office space.

6. General Information:

- Name of Proposed Business: HCA Asset Management, LLC
- Type of Business: Property Appraisal
- What other licenses, permits, etc. are required for operation, and have they been obtained?
none required
- Anticipated Number of Employees: 6-8 staff
- Total Square Feet of Sales Area: 1,600
- Proposed Parking Area for Customers: N/A (customers do not come to our offices)
- Proposed Parking Area for Employees: street
- Control of Property (Signed Lease, Owner Occupied, etc.): signed lease
- Frequency and Location of Deliveries: only typical UPS/FedEx standard business delivery anticipated. We are a service provider.

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. Parcel # 202.0230.00 601 E. Henry Clay J. Katz's subdivision Lot 1 Block 1
- b. Plan of Operation: Including hours of operation, products to be sold and any other pertinent information regarding the proposed business. Anticipate access/use 7am - 8pm weekdays
- 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. NONE
- 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. (attached)

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

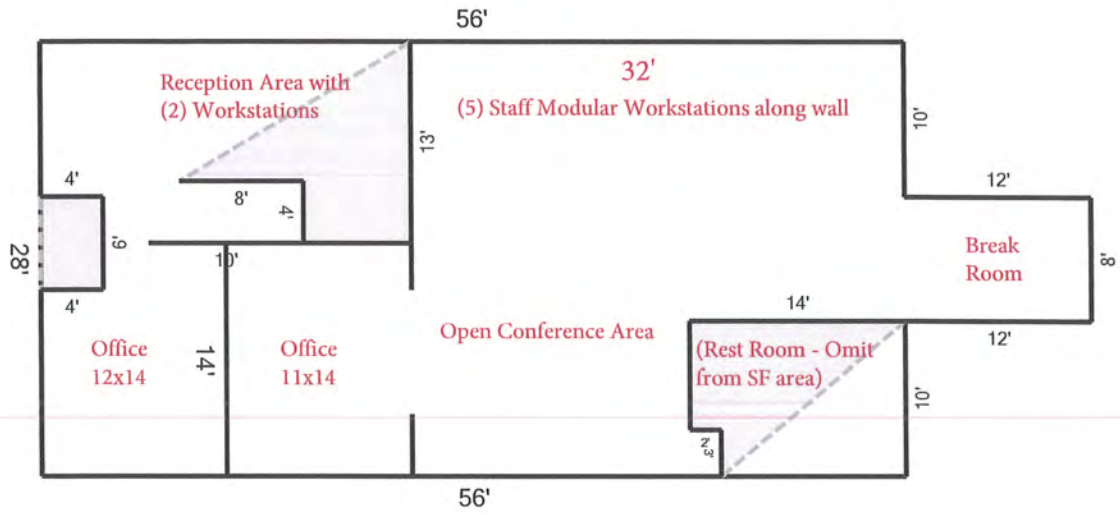
Property Owner: David L. Haase Date: 10/9/17
DAVID L. HAASE

Applicant: Mark T. Hessel Date: 10/9/17
Mark T. Hessel, Senior Vice President - HCA

Fee Paid: \$100 Date: 10/11/17 Receipt # 103580

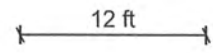
Applications for conditional use approval must be received at least 21 days prior to the meeting date; applications received after this date cannot be heard at the Planning Commission meeting the following month.

Sketch



First Floor

[Area: 1,664 ft²
less RR area]



| | |
|------------------------------|----------------------|
| Living Area | |
| First Floor | 1664 ft ² |
| Total Living Area (rounded): | 1664 ft ² |