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Common Council  
Chambers  
8640 S. Howell Ave.  
PO Box 27  
Oak Creek, WI 53154  
(414) 768-6527

## PLAN COMMISSION MEETING AGENDA

TUESDAY, February 11, 2014  
AT 6:00 P.M.

- 
- 1) ROLL CALL
  - 2) Minutes of the January 28, 2014 meeting
  - 3) Significant Common Council Actions
  - 4) NEW BUSINESS
    - a) SIGN PLAN REVIEW – Review amended sign plans submitted by Mike Mehta for the Rawson & Howell, LLC building located at 7001 S. Howell Ave. (Tax Key No. 734-9028). Follow this agenda item on Twitter [@OakCreekPC#OCPCRawson](https://twitter.com/OakCreekPC#OCPCRawson).
    - b) MINOR LAND DIVISION - Review Certified Survey Map submitted by Thomas Kinnard for the properties at 9859 and 9867 S. Chicago Rd. (Tax Key Nos. 912-9942 & 912-9943). Follow this item on Twitter [@OakCreekPC#OCPCKinnard](https://twitter.com/OakCreekPC#OCPCKinnard).
  - 5) ADJOURN

### PLEASE NOTE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 768-6511, (FAX) 768-9587, (TDD) 768-6513 or by writing to the ADA Coordinator at the Health Department, City Hall, 8640 South Howell Avenue, Oak Creek, Wisconsin 53154. There is the potential that a quorum of the Committee of the Whole will be present at this meeting. Copies of staff reports and other supporting documentation are available for review at the Department of Community Development, City Hall, 8640 South Howell Avenue during operating hours. (8am-5pm weekdays)

MINUTES OF THE  
OAK CREEK PLAN COMMISSION MEETING  
TUESDAY, January 28, 2014

Mayor Scaffidi called the meeting to order at 6:00 p.m. The following Commissioners were present at roll call: Commissioner Johnston, Commissioner Carrillo, Mayor Scaffidi, Alderman Michalski, Commissioner Siepert, Commissioner Correll and Commissioner Chandler. Commissioner Dickmann and Alderman Bukiewicz were excused. Also present were Kari Papelbon, Planner; Pete Wagner, Zoning Administrator/Planner; Doug Seymour, Director of Community Development; and Assistant Fire Chief Mike Kressuk.

Commissioner Correll moved to approve the minutes of the January 14, 2014 regular Plan Commission meeting. Commissioner Siepert seconds. Roll call, all voted aye. Motion carries.

Ms. Papelbon updated the Commission on the significant Common Council actions.

**Sign Appeal Hearing**  
**8545 S. Shepard Avenue**  
**Tax Key No. 827-9026**

Mr. Wagner read the sign appeal notice into the record. Mayor Scaffidi called the hearing to order and called for public comment. Nikki Grudzielanek, 550 E. Mona Drive, President of Edgewood PTO, and Kristin Sullivan, 7490 S. Manitowoc Avenue, Vice President of Edgewood PTO, came forward. Ms. Grudzielanek stated that they have a need and a want for an interchangeable sign to be placed on the back side of the outside wall of the school. Mayor Scaffidi called second time. Hearing no comments, Mayor Scaffidi called a third time. Hearing no comments, the public hearing was closed.

**Sign Appeal**  
**8545 S. Shepard Avenue**  
**Tax Key No. 827-9026**

The applicant is seeking a variance from Municipal Code Section 17.0706(g), which states that changeable copy wall signs are not permitted, and that the changeable copy portion is greater than 50 percent of the sign area. Included in the Plan Commission packet is a letter of consideration from Principal Katie Ramos and PTO President Nikki Grudzielanek.

The proposed sign will be 4 feet by 8 feet in size and 32 square-feet in area. The area of changeable copy will be approximately 62 percent of the sign face. The sign will be 7 feet from the ground. The sign will be located on the south side of the building, facing the interior of the site (towards the parking lot and playground).

If granted, this variance would allow Edgewood School to erect one changeable copy wall sign, with the changeable copy area greater than 50 percent the area of the sign, in the location identified on the submitted map.

When considering a variance, the Plan Commission must make the final decision on appeals using the following criteria:

- a. There shall be no public harm and there shall be a public benefit.

- b. Variance considerations shall include enhancement of the overall character of a neighborhood or mitigation of unusual site conditions.
- c. The sign will not result in an undue concentration of signage which renders it difficult or confusing to read existing signs.
- d. The effect a proposed sign may have on depreciating property values of a neighborhood.
- e. The Plan Commission in its deliberation of an adjustment may consider the location of the proposed sign, the height, the size, the appearance, number, and location of other signs in the vicinity of the proposed sign, and any other factor as the Plan Commission deems appropriate.

Commissioner Chandler asked about the location of the sign. Ms. Sullivan stated that it would go on the wooden gymnasium wall.

Items that were discussed:

1. The school district is aware of the request.
2. Sign is paint on wood with a lock. Letters are 7" in height and appear to be large enough for visibility. The sign will not be lit.
3. Sign will be used for school events.
4. Cost of the sign will be the responsibility of the PTO.
5. Did not appear to be a safety issue

Alderman Michalski moved to approve the request for the sign appeal for the property located at 8545 S. Shepard Avenue submitted by Edgewood School that would allow for one changeable copy wall sign. Commissioner Correll seconded. All voted aye. Motion carried.

**Plan Review**  
**Pilot Air Freight**  
**6724 S. 13<sup>th</sup> Street**  
**Tax Key No.735-0001**

Pilot Air Freight is requesting approval of a 6,400 square-foot single-story addition onto the northern portion of the existing building at 6724 S. 13<sup>th</sup> St. This addition will be used for "interior storage of temporary products in the logistics industry." No additional employees, parking, hours of operation, or deliveries are anticipated as a result of the project.

The addition meets all required setbacks. However, there is one footing noted on the plans that encroaches into the stormwater easement. The Applicant has indicated that the plans will be revised such that the building and footings are sited entirely outside of that easement. The building size may change slightly to accommodate this revision. Lot coverage is estimated to be approximately 43% following construction.

The addition will be constructed with exposed aggregate precast wall panels to match the existing building. While the panels are acceptable building materials, Section 17.1009(a)(6) requires facades measuring 100 feet or longer to incorporate details to "break up" the length of the façade. However, staff recognizes that the proposed use is warehouse storage, and that the existing building does not include such articulations. The Plan Commission may modify the standards in this section of the Code by  $\frac{3}{4}$  majority vote.

Landscaping plans indicate that the existing landscape area along the front façade (west) of the building will continue along the addition to just past the northwest corner of the addition. This satisfies the requirements for landscaping adjacent to buildings.

Commissioner Chandler asked about the façade. Ms. Papelbon stated to add windows, change the color or materials, or add awnings would be normal methods to break up that wall façade. However, such articulations do not exist currently or on other portions of the building.

A Commissioner asked if the utility box needed to be relocated. David Gehrt, Briohn Design, stated that there is an electrical transformer on the east side of the building, but there is no reason that would need to be relocated for the addition.

Commissioner Correll moved that the Plan Commission approve site, building and landscaping plans for the property at 6724 S. 13<sup>th</sup> Street. Alderman Michalski seconded. All voted aye. Motion carried.

### **Right-of-Way Vacation Glen Oaks Drive**

The City and WisPark are requesting that the Glen Oaks Drive right-of-way, beginning at the intersection with S. Howell Ave., be vacated. This request was originally reviewed by the Plan Commission in July 2009 following the City's purchase and subsequent sale of property that is being developed as OakView Business Park. As part of the closing agreement for the sale of the property, the City agreed to vacate this right-of-way.

Once vacated, the land will be owned by WisPark as there are no other affected property owners. As mentioned in the 2009 Plan Commission report, an existing water main crosses S. Howell Avenue, through the centerline of Glen Oaks Drive, and continues north to W. Oakwood Road in an easement. The report also clarified that "[t]his water main will remain in an easement after the right-of-way is vacated per Wisconsin State Statutes Section 66.1005, which stipulates that all easements and structures existing in vacated streets remain after vacation and all rights of entrance, maintenance, construction and repair shall continue as if such public way had not been vacated."

Alderman Michalski moved that the Plan Commission recommends to the Common Council that West Glen Oaks Drive in Section 32 be vacated following a public hearing. Commissioner Siepert seconded. All voted aye. Motion carried.

### **Planned Unit Development Amendment OakView Business Park**

WisPark, LLC is requesting approval of an amendment to the existing Planned Unit Development (PUD) for OakView Business Park. The change would be limited to reducing the front setback requirement from 40 feet for off-street parking to 30 feet. Reducing the front setback allows for more flexibility of development on parcels within the PUD while still preserving sufficient areas for landscaping.

Commissioner Correll asked what the basis was for changing from 40 feet to 30. Doug Seymour, Director of Community Development, explained that this came to light from reviewing a development proposal for a perspective user of the park. While reviewing the parking there were a few issues with the layout that led staff to explore what would be an appropriate parking setback for not only this

park, but in the future. This, perhaps, would mean looking at our code for something more comprehensive.

Jerry Franke, WisPark, 301 W. Wisconsin Avenue, stated that this park has 40% open space out of 250 acres. Many times front yards get used by individual retention ponds. There will be five ponds that will serve the park, rather than the 26 that you could have had on each of the lots. Mr. Frank stated that this is a PUD, which is formed-based development where you try to be more flexible with setbacks.

Commissioner Chandler asked about setbacks in other Oak Creek business parks. Doug Seymour stated that the other business parks do have 40 foot setbacks. The intent is to have a uniform, consistent look throughout the park, to have appropriate areas for parking, and to have enough areas for landscaping to provide an attractive street front for the park.

Commissioner Johnston stated that the site has a 70-foot right-of-way, and there is a path that they are putting in, generally on the east side of the proposed road, which will have access to that [Mardeand] park. It will also be tied in to the Milwaukee County trail system. We want to push this back and not crowd it up on the road, so the 30 foot setback works with that and the utility easement.

Commissioner Correll moved that the Plan Commission recommend to the Common Council that the planned unit development for the WisPark properties (OakView Business Park) at 405 W. Oakwood Drive, 641 W. Oakwood Drive, 10303 S. Howell Avenue and 10711 S. Howell Avenue be amended to allow a front and street setback for off-street parking at 30 feet following a public hearing. Alderman Michalski seconded. All voted aye. Motion carried.

Commissioner Carrillo moved for adjournment at 6:29 p.m. Commissioner Siefert seconded. All voted aye. Meeting adjourned.



## Significant Common Council Actions

ITEM: 3

DATE: February 11, 2014

### Summary of Significant Common Council Actions February 5, 2014

1. Approved: Resolution No. 11441-121713, vacating and discontinuing a portion of a public street in the City of Oak Creek (E. Forest Hill Avenue)

A handwritten signature in black ink that reads "Kari Papelbon".

Kari Papelbon, CFM, AICP  
Planner



# Plan Commission Report

ITEM: 4a

DATE: February 11, 2014

**PROJECT:** Sign Plan Review – Mike Mehta, Rawson & Howell, LLC

**ADDRESS:** 7001 South Howell Ave.

**TAX KEY NOS:** 734-9028

**STAFF RECOMMENDATION:** That the Plan Commission approves the amended sign plan to allow up to two (2) wall signs per tenant for the property at 7001 South Howell Ave.

**Ownership:** Rawson & Howell, LLC, c/o Pamela A. Mehta, P.O. Box 428, Mequon, WI 53092

**Size:** 4.023 acres

**Existing Zoning:** B-4, Highway Business; FF, Flood Fringe; C-1, Shoreland Wetland Conservancy

**Adjacent Zoning:** North – M-1, Manufacturing; FF, Flood Fringe  
East – B-4, Highway Business  
South – B-4 (CU), Highway Business; B-4, Highway Business  
West – B-4, Highway Business; FF, Flood Fringe; C-1, Shoreland Wetland Conservancy

**Comprehensive Plan:** Planned Business & Resource Protection Area.

**Wetlands:** Wetlands exist on the western portion of the parcel.

**Floodplain:** Flood Fringe exists on the western portion of the parcel.

**Official Map:** N/A.

**Commentary:** The applicant is requesting approval for an amendment to the existing sign plan to allow two (2) total wall signs on any elevation for end cap tenants at 7001 South Howell Ave. In 2012, the applicant requested, and was granted, a variance to allow each tenant to have a wall sign on the east and west elevations. Currently, the approved sign plan allows two walls sign per tenant on the east and west elevations only.

Section 17.0706(j)(2) gives authority to the Plan Commission to permit end cap tenants to have up to two (2) wall signs if they are consistent with the architectural design of the building. The existing building has been constructed with four-sided architectural elements, fulfilling this Code requirement. No other changes to the existing sign plan are proposed, and all signs will be required to meet all other code requirements (size, illumination, etc.).

As was noted in 2012, there are several examples of multi-tenant buildings that have been granted similar variances in the past. The request to allow up to two wall signs for end cap tenants on any elevation is reasonable and, as noted in 2012, “allowing signs on [two] sides would give [end cap tenants] street visibility as well as show customers where to go once they entered the parking lot.” Therefore, staff recommends approval of this request.

Prepared by:

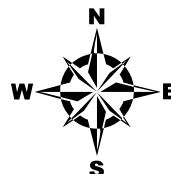
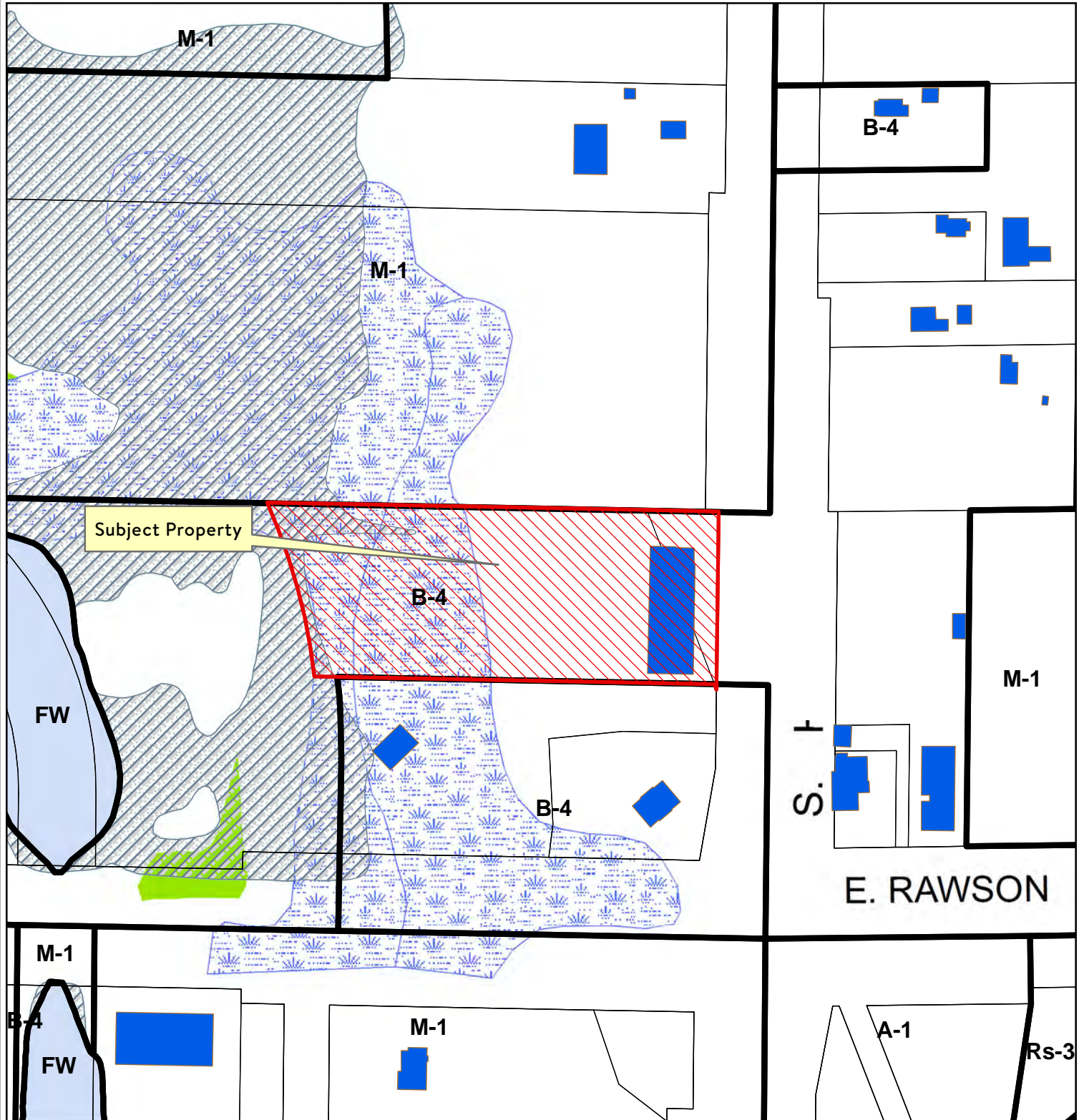
Kari Papelbon, CFM, AICP  
Planner

Respectfully Submitted by:

Douglas Seymour, AICP  
Director of Community Development

# Location Map

## 7001 S. Howell Ave.



Legend	
	7001 S. Howell Ave.
	Existing Street Pattern
	Floodfringe
	Wetland
	Floodway
	Flood Fringe (FF)
	Shoreland Wetland Conservancy (C-1)
	Lakefront Overlay District (LOD)
	Mixed Use Neighborhood Overlay (NO)
	Mixed Use Office Overlay (OO)
	Regional Retail Overlay District (RR)



January 14, 2014

City of Oak Creek  
Plan Commission  
8640 S. Howell Avenue  
Oak Creek, WI

RE: Amendment to Master Sign Plan  
Rawson & Howell, LLC  
7001 S. Howell Ave.  
Oak Creek, WI

Gentlemen:

I wish to amend the existing Master Sign Plan for the property located at 7001 S. Howell Ave.

Currently each tenant is allowed one (1) wall sign on either the east or west elevation. I did not address the signage for end cap tenants when the original MSP was approved. Therefore, I am now requesting that the tenants on either the south or north spaces be allowed to add a wall sign to the exterior elevation on the south or north, thereby increasing their visibility to passing traffic.

Approved signage will be required to meet all applicable codes, and will be subject to the appropriate permitting process.

Respectfully Submitted,



Mike Mehta  
RAWSON & HOWELL, LLC

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Award Winning  
Graphic Design



SAVED AS Great Lakes Dermatology

LOCATION Oak Creek WI  
7001 Howell

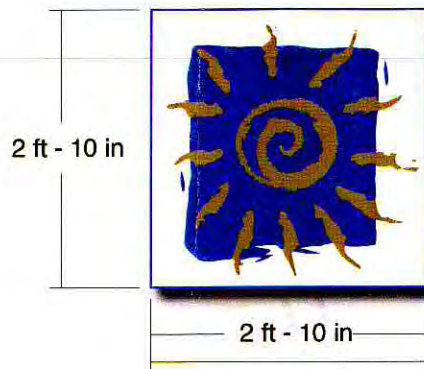
CLIENT

SALES REP Bob Hacker

DATE 31 Dec 13

REVISION

DESIGNER Ryan B



**GREAT LAKES**  
**DERMATOLOGY**

42.5 sq. ft

15 ft - 0 in

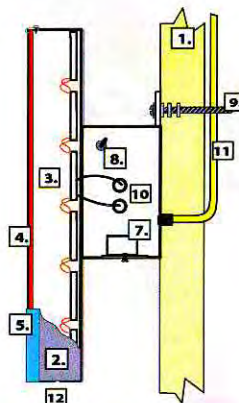
### SPECIFICATIONS

FABRICATE AND INSTALL (1SET) INTERNALLY ILLUMINATED, RACEWAY MOUNTED CHANNEL LETTERS.

#### GREAT LAKES DERMATOLOGY



- FACES TO BE #7328 WHITE PLEXIGLASS  
(DIVIDER BAR TO BE FACED WITH 3M TRANSLUCENT GOLD NUGGET VINYL OVERLAY)
- LOGO MODULE FACE TO BE WHITE PLEXIGLASS WITH COMPUTER CUT TRANSLUCENT VINYL OVERLAYS (GOLD NUGGET & BRISTOL BLUE 3630-97 VERIFY)
- TRIMCAPS TO BE 1" BLUE
- ILLUMINATED WITH WHITE L.E.D.S
- RETURNS TO BE .050X5" AND BACKS TO BE .063 ALUMINUM
- EXTERIORS PAINTED PMS 287 C BLUE
- INTERIORS PAINTED WHITE
- POWERED WITH APPROPRIATE LOAD POWER SUPPLY
- RACEWAY PAINTED MP02788
- ELECTRICAL TO EXIT CENTER BACK OF SIGN
- MOUNTING TO BE EXPOSED FLAT BAR W/ 3/8" LAGS & LAG SHIELDS



1. Wall
2. Aluminum returns & back (in client's choice of color)
3. L.E.D.
4. Plexiglass face w/ trimcap (in client's choice of color)
5. 1" Trimcap (in client's choice of color)
6. Disconnect Switch
7. Appropriate Power Supply
8. Lag Bolt & Shield into wall
9. U.L. Approved Snap Brackets
10. U.L. Approved Snap Brackets
11. Primary Electrical Feed
12. 1/4" diam hole (min. 2 per letter)



### FABRICATION

- CHANNEL LETTERS
- OPEN CHANNEL LETTERS
- REVERSE CHANNEL LETTERS
- NEON ACCENTS
- CABINET SIGN
- MONUMENT SIGN
- PYLON SIGN
- PYLON PANEL (S) ONLY
- PLATE LETTERS
- OTHER
- SINGLE SIDED  DOUBLE SIDED
- RACEWAY MOUNT
- FLUSH MOUNT
- INTERNALLY ILLUMINATED
- NON ILLUMINATED
- NEON  LED  LAMPS
- 120 V TRANSFORMERS
- 30 M.A.  60 M.A.
- 120 V ADVANCE BALLASTS
- COMPUTER CUT GRAPHICS
- DIGITALLY PRINTED GRAPHICS
- .125 ALUMINUM ROUTED FACE
- PLEX FACE White
- PLEX BACKED
- FLEX FACE
- LEXAN FACE
- RETURN 287 C Blue
- TRIMCAP Blue
- RETAINERS
- MESSAGE CENTER
- BASE
- POLE COVER
- ADDRESS NUMBERS
- SPECIAL INFORMATION

Great Lakes Dermatology oak creek wi channels  
7001 S Howell Ave

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FINAL ELECTRICAL  
CONNECTION IS CLIENT'S  
RESPONSIBILITY



our products are certified by:  
Underwriters Laboratories, Inc.

This sign shall be manufactured in accordance with Article 600 of the National Electrical Code and/or the applicable local codes. This includes proper grounding and bonding of the sign. Sign shall bear correct UL Label.

APPROVAL / DATE



# Plan Commission Report

ITEM: 4b

DATE: February 11, 2014

**PROJECT:** Minor Land Division – Thomas Kinnard

**ADDRESS:** 9859 & 9867 S. Chicago Rd.

**TAX KEY NOS:** 912-9942 & 912-9943

**STAFF RECOMMENDATION:** That the Plan Commission recommends to the Common Council that the certified survey map submitted by Thomas Kinnard for the properties at 9859 and 9867 S. Chicago Rd. be approved with the condition that all technical corrections are made prior to recording.

**Ownership:** Thomas Kinnard, 2921 Five Mile Rd., Racine, WI 53402

**Size:** 1.38 acres (when combined)

**Existing Zoning:** B-4, Highway Business

**Adjacent Zoning:** North – B-4, Highway Business  
East – A-1, Limited Agricultural  
South – B-4, Highway Business  
West – Rs-3, Single Family Residential

**Comprehensive Plan:** Planned Mixed Use.

**Wetlands:** N/A.

**Floodplain:** N/A.

**Official Map:** N/A.

**Commentary:** The Applicant is requesting approval to combine the two lots at 9859 and 9867 S. Chicago Rd. Both parcels are currently vacant save for the existing billboards on the southeast portion of 9867 S. Chicago Rd. The lots, once combined, will exceed the minimum lot size and lot width requirements of the B-4, Highway Business District.

Several easements are missing from the Certified Survey Map and must be included as technical corrections prior to recording. The missing easements are:

1. A 10' x 10' triangle within the right-of-way on the southeast corner.
2. A 20-foot water and sewer utility easement along South Chicago Rd.
3. Access off of Fitzsimmons Rd. for the existing billboards (if they are to remain).

Information received from the Wisconsin Department of Transportation (WisDOT) also indicates that WIS 32 (S. Chicago Rd.) will be widened to 4 lanes and they will not allow access off of that road as the parcel will have "reasonable alternative access" off of Fitzsimmons Rd.

Prepared by:

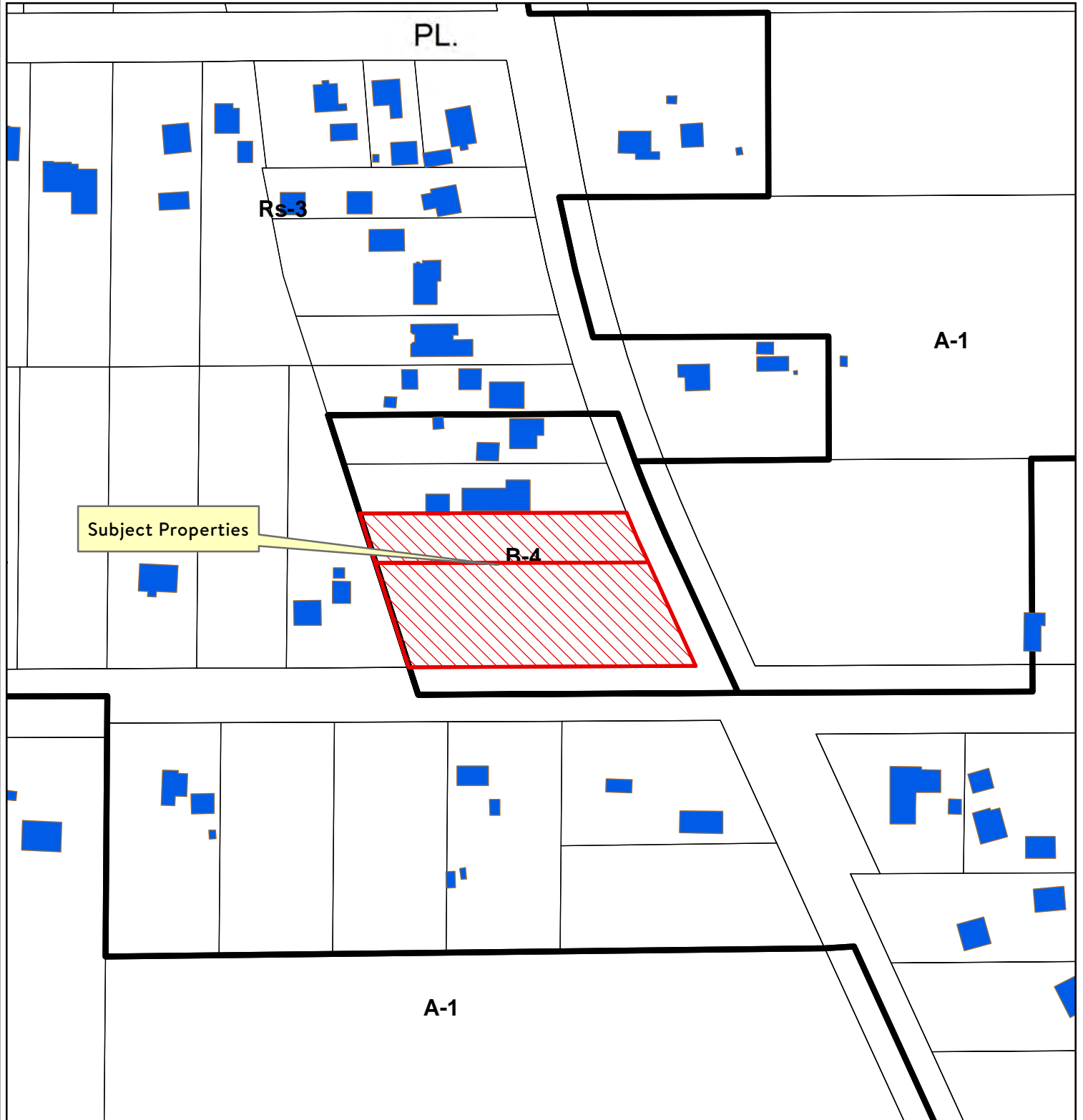
Kari Papelbon, CFM, AICP  
Planner

Respectfully Submitted by:

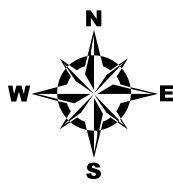
Douglas Seymour, AICP  
Director of Community Development

# Location Map

## 9859 & 9867 S. Chicago Rd.



Subject Properties

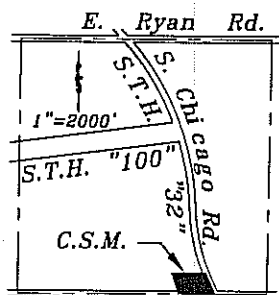


**Legend**

-  9859 & 9867 S. Chicago Rd.
-  Existing Street Pattern

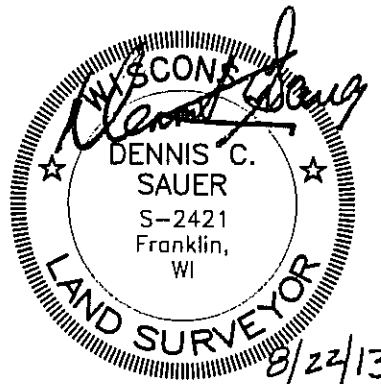
**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Being a part of the Southeast 1/4 of the Northeast 1/4 of Section 26,  
Town 5 North, Range 22 East, in the City of Oak Creek,  
Milwaukee County, Wisconsin.

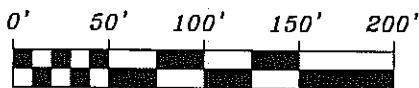
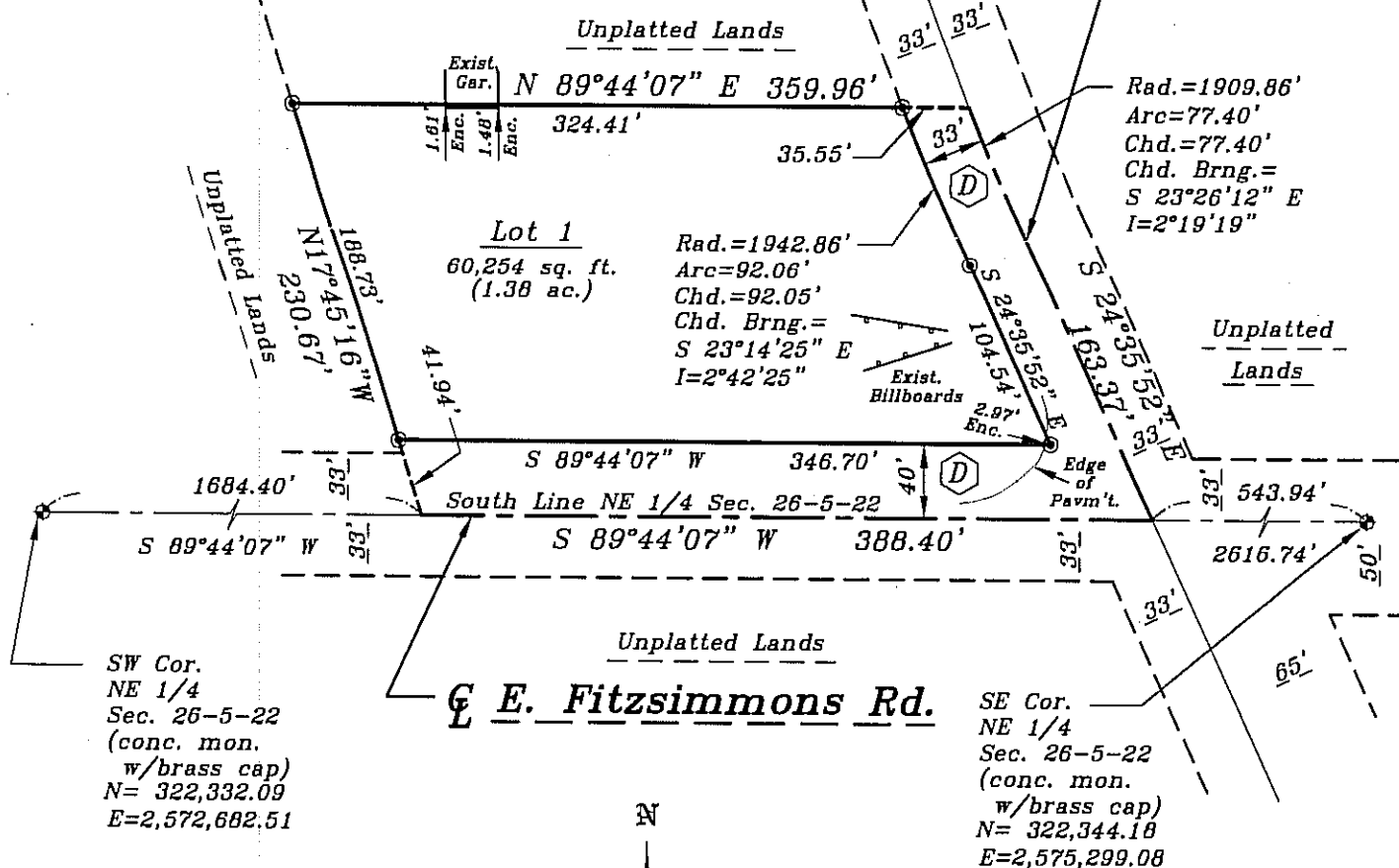


E. Fitzsimmons Rd.  
Vicinity Sketch

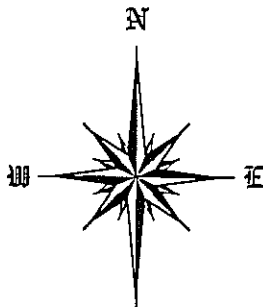
NE 1/4 Sec. 26, T5N, R22E



§ S. Chicago Rd.  
(S.T.H. "32")



Graphic Scale  
1"=100'



Scale:  
1"=100'

Map bearings refer to Grid North of the Wisconsin State Plane Co-ordinate System, South Zone, with the South line of the NE 1/4 of Section 26, T5N, R22E having an assumed bearing of N 89°44'07" E. (1929 Datum)

- (D) Denotes lands dedicated for public street purposes.
- ⊙ Denotes iron pipe set

This lot is served by public sanitary sewer and water.

Prepared by:  
Dennis C. Sauer RLS 2421  
Metropolitan Survey Service, Inc.  
5800 Broad Street  
Greendale, WI 53129

Prepared for:  
Thomas and Suxian Kinnard  
2921 5 Mile Rd.  
Racine, WI 53402

§  
M:\CSM's\Oak Creek\104091.dwg