



**VILLAGE OF WHITEFISH BAY  
PLAN COMMISSION AGENDA**

**November 18, 2020 – 6:00pm**

**Meeting will be held at: <https://www.gotomeet.me/wfbvillage/plan-commission>**

**Access Code: 840-873-853  
Phone Number Log In: +1 (224) 501-3412**

1. Call to Order.

**Approved**

2. Approval of the Minutes of the Regular Meeting of October 20, 2020.
3. PUBLIC HEARINGS

a. On Conditional Use Grant Application for Glossy Nails – 5167 N Elkhart Ave, Whitefish Bay, WI, 53217. The proposed business hours are Monday to Friday from 10:00 am to 7:00 pm, Saturday from 10:00 am to 2:00 pm, and closed on Sunday.

4. NEW BUSINESS

**Approved**

a. Review and action On Conditional Use Grant Application for Glossy Nails – 5167 N Elkhart Ave, Whitefish Bay, WI, 53217. The proposed business hours are Monday to Friday from 10:00 am to 7:00 pm, Saturday from 10:00 am to 2:00 pm, and closed on Sunday.

5. Adjournment

**Due to the COVID-19 pandemic, this meeting is being held via remote conference only. Members of the media and public may attend by logging onto <https://www.gotomeet.me/wfbvillage/plan-commission>. The access code is 840-873-853. The phone number to log in is +1 (224) 501-3412. All public participants will be muted during the meeting except for during the public hearing portion of the meeting..**

**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 Village Board 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](http://www.wfbvillage.org))**

Dated: November 11, 2020 – Tim Blakeslee – Assistant Village Manager

**VILLAGE OF WHITEFISH BAY  
PLAN COMMISSION MINUTES**

**October 20, 2020 – 5:00pm  
Whitefish Bay GoToMeeting**

**1. Call to Order.**

President Siegel called the meeting to order at 5:04 pm.

Present: President Siegel, Commissioners Moore, Huber (arrived 5:06), Koltun, and Sauer

Also Present: Assistant Village Manager Tim Blakeslee, Village Attorney Chris Jaekels

**2. Approval of the Minutes of the Regular Meeting of August 20, 2020.**

Commissioner Moore moved, seconded by Trustee Sauer to approve the minutes of the regular meeting of August 20, 2020. Motion Carried, 4-0.

**3. PUBLIC HEARINGS**

**[a] On Conditional Use Grant Application for Platinum Salon at 523 E Silver Spring Drive.** No public comment. Hearing was closed at 5:06

**4. NEW BUSINESS**

**[a] Review and action on Conditional Use Grant Application for Platinum Salon at 523 E Silver Spring Drive.** Assistant Manage Blakeslee gave a summary of the project and outlined the proposed conditions. Applicant Tia Stazhowiak stated she is excited to get back to Whitefish Bay because that's where she started her career. Commissioner Moore moved, seconded by Commissioner Huber to approve the conditional use permit for Platinum Salon with the conditions outlined in the staff memo. Motion carried 5-0.

**5. Adjournment**

Commissioner Huber moved, seconded by Commissioner Moore to adjourn the meeting at 5:09 pm. Motion Carried, 5-0.

Respectfully Submitted,  
Tim Blakeslee – Assistant 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  
cc: Paul Boening, Village Manager  
From: Tim Blakeslee, Assistant Village Manager  
Date: November 12, 2020  
Re: Glossy Nails – Conditional Use Application

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### Executive Summary

Applicant Huong Brush has applied for Conditional Use approval to operate Glossy Nails at 5167 N Elkhart Ave. Last year, the Look Consignment Boutique received Conditional Use approval, but chose to not move forward with the business at this location. See the photo below of the proposed location. The applicant indicated that the business is a nail salon that will provide manicures and pedicures. The proposed business hours are Monday to Friday from 10:00 a.m. to 7:00 p.m., Saturday from 10:00 a.m. to 2:00 p.m., and closed on Sunday. At this time, the applicant will be the only employee, but noted that she could have a maximum of one additional employee in the future.



The property in question is zoned District 5 (Apartment District), but permits uses from District 6 (Business District) per §16-14A(4) of the Village Code by a Conditional Use approval. The business 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.

## 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 also be compliant with the zoning district laws that fall under §16-14. This includes all subsequent laws including the uses of retail and services in District 5, as well as all matters of the Plan Commission's review of the business at the hearing.
- The applicant indicated that they would like to receive approval to conduct business Monday to Friday from 10:00 a.m. to 7:00 p.m., Saturday from 10:00 a.m. to 2:00 p.m., and closed on Sunday. As a result of proximity to residential properties, staff does not recommend approval of the full range of hours permitted by Village Code (6:00 a.m. to 10:00 p.m. from Monday to Sunday). In the event the applicant wishes to adjust hours in the future, approval by the Plan Commission will be required.
- Signage for the proposed business must meet the standards of § 16-43H and will require a sign permit. Once signs are submitted for the business, they will have to be reviewed and approved by the Building Services Director before being able to be placed on location.
- The applicant plans to make minor changes to renovate the interior of the space to make it suitable for their operations. An interior layout is included with their application. Occupancy of the tenant space is subject to proper receipt of all necessary permits, approval from the Village Building Inspector, and approval from all applicable outside agencies (i.e. State of Wisconsin, North Shore Fire Dept, North Shore Health Dept). **A pre-development meeting with the Building Services Director is required within 10 business days of Plan Commission approval.**
- While not planned at this time, should any changes to the façade of the building be made, the business owner must obtain prior approval from the Architectural Review Commission (ARC).
- § 16-14B provides parking regulations for buildings in District 5, but does not place specific regulations on an applicant requesting a conditional use approval. The Plan Commission could require additional reasonable parking requirements per § 16-16B(2). However, the applicant indicated that there is street parking in front of the business that would accommodate business needs. The applicant indicated their opening hours will not conflict with the next door business' (Donut Monster) peak morning hours. In addition, the applicant noted that typically one customer per employee would be in the business at one time. There are also street spots available within walking distance of the proposed business on Henry Clay and Elkhart Ave.

**Recommendation**

Staff recommends approval of the Conditional Use Permit Application for Glossy Nails at 5167 N Elkhart Ave with approval of the Plan Commission on all aforementioned conditions, and subject to the following additional condition:

- Given the close proximity to residential development, deliveries to the building shall be prohibited between the hours of 10:00 p.m. and 6:00 a.m.

**Attachments**

1. Application



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](http://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: Henry Clay Properties  
Last name: Bates First name: Tino  
Address: 5167 N. Elkhart St City/State/Zip: Whitefish Bay  
Phone number: 414-732-6899 Email address: \_\_\_\_\_

**2. Applicant Information: (if different from above)**

Company name: Glossy Nails  
Last name: BRUST First name: TRINITY  
Address: 2542 W. Parnell Ave City/State/Zip: Milwaukee, WI 53221  
Phone number: 262-666-0555 Email address: VANROSE@yahoo.com

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

4. Zoning Designation: District 5

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

Nails Salon, Pedicures & Manicures

6. General Information:

- Name of Proposed Business: Glossy Nails
- Type of Business: Nails Salon
- What other licenses, permits, etc. are required for operation, and have they been obtained? Nails Manicurist
- Anticipated Number of Employees: 1 - 2 maximum
- Total Square Feet of Sales Area: 700 Squ
- Proposed Parking Area for Customers: None - Street Parking
- Proposed Parking Area for Employees: None Street Parking
- Control of Property (Signed Lease, Owner Occupied, etc.): None
- Frequency and Location of Deliveries: None

7. Additional Required Information:

- Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved. 20201241
- Plan of Operation: Including hours of operation, products to be sold and any other pertinent information regarding the proposed business. M-F, 10-7, Sat, 10-2, Sun -
- 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. - M, not closed interior
- 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: Jen Bates

Date: 11-05-2020

Applicant: Huong Brash

Date: 11/04/2020

Paid: \$100

Date: 11/4/20

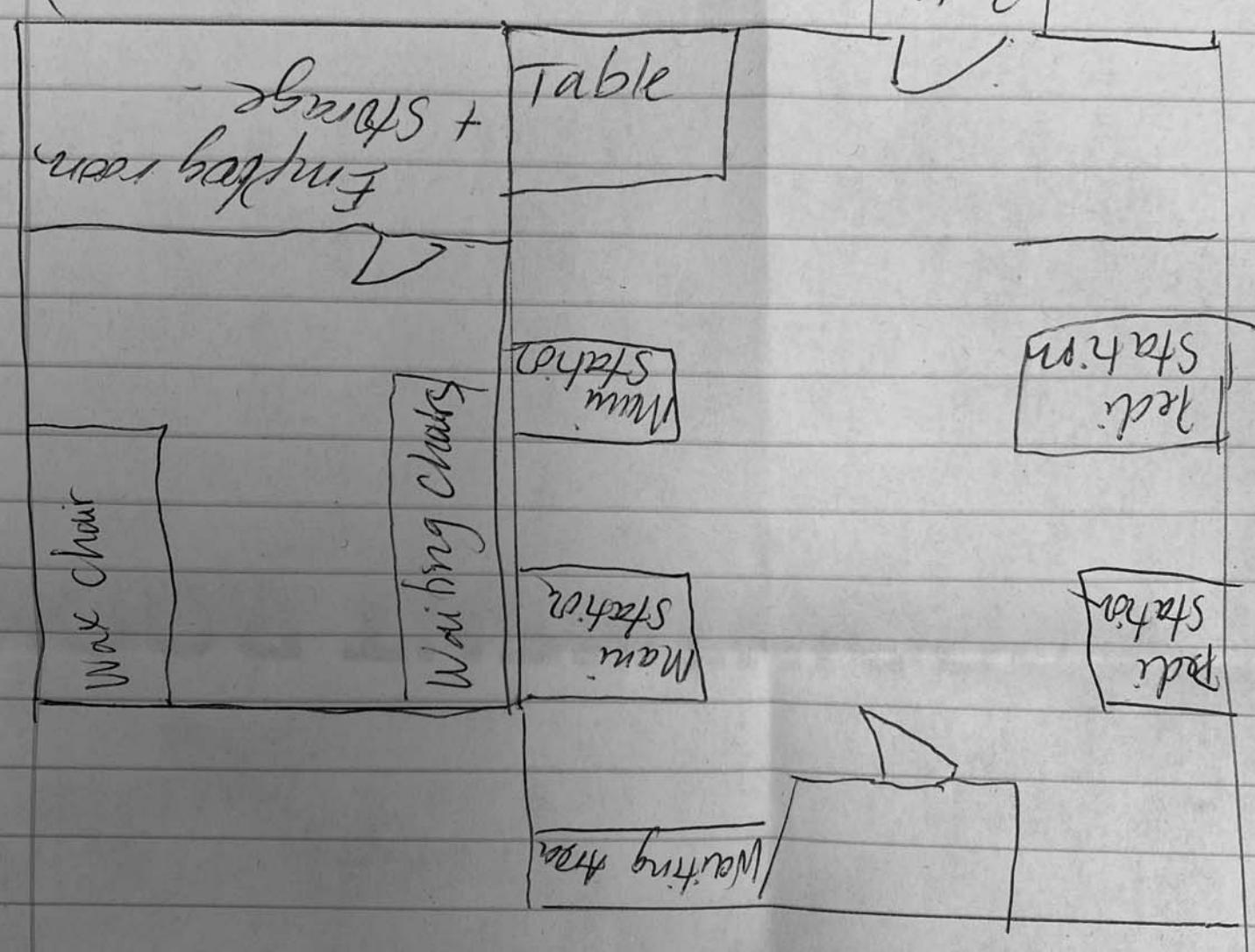
Receipt #

CK# 1032

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.

5167 N. Elkhart  $\rightarrow$  733 Henry (day  
Whitefish Bay, WI 53217

- Nails Salon & Spa -  
(Huong BRUSH)



**VILLAGE OF WHITEFISH BAY**

Receipt: 159640

11/04/20

**5300 NORTH MARLBOROUGH DRIVE  
WHITEFISH BAY, WI  
53217-5399**Cashier: Counter1  
Received Of: GLOSSY NAILS

The sum of: 100.00

DMPST4	Permits - Conditional Use	100.00
Total		100.00

CHECK	1032	100.00
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Signed: \_\_\_\_\_



## **VILLAGE OF WHITEFISH BAY PLAN COMMISSION PUBLIC HEARING NOTICE**

PLEASE TAKE NOTICE that the Plan Commission of the Village of Whitefish Bay has scheduled a Public Hearing for **Wednesday, November 18, 2020 at 6:00 P.M.**, to be held via GoToMeeting: <https://www.gotomeet.me/wfbvillage/plan-commission>. You can also dial in using your phone: United States: +1 (224) 501-3412 - Access Code: 840-873-853.

1. Public Hearing on the following Conditional Use application:

*A) Glossy Nails – 5167 N Elkhart Ave, Whitefish Bay, WI, 53217. The proposed business hours are Monday to Friday from 10:00 am to 7:00 pm, Saturday from 10:00 am to 2:00 pm, and closed on Sunday.*

ALL INTERESTED PERSONS will be given an opportunity to be heard. If you have any questions, please contact Tim Blakeslee, Assistant Village Manager, 414-962-6690.

A majority of the members of other governmental bodies, including, but not limited to the Village Board may be present to gather information about a subject over which they may have decision making responsibility. The above meeting is therefore hereby also noticed as a meeting of those governmental bodies, although they will not take any formal action at this meeting.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

VILLAGE OF WHITEFISH BAY

Tim Blakeslee  
Assistant Village Manager