



**Village of Bayside
Plan Commission Meeting
June 27, 2023
Village Board Room, 5:00 pm**

**PLAN COMMISSION
AGENDA**

PLEASE TAKE NOTICE that a meeting of the Bayside Plan Commission will be held at the Village Hall of the Village of Bayside, 9075 N. Regent Road, Bayside, Wisconsin in addition to virtually. Public can access this meeting of the Village Board by phone or by computer. The phone number is: **+1 309 205 3325**. The Zoom Meeting code is: **814 4704 9467** and the Passcode is: **871422**. <https://bit.ly/3Jaa2Lx> Persons desiring to speak in the remote format should register twenty-four hours in advance by calling (414) 206-3915. The following items of business will be discussed and possibly acted upon:

I. CALL TO ORDER AND ROLL CALL

II. PUBLIC HEARING

- A.** The purpose of this hearing is to consider the request for a Conditional Use Permit for Ralyn Tea House at 8824 N Port Washington Road.
- 1.** Public Discussion
 - 2.** Commission Discussion

III. APPROVAL OF MINUTES

- A.** Plan Commission meeting minutes, April 12, 2023.

IV. BUSINESS

- A.** Discussion/recommendation on the request for a Conditional Use Permit for Ralyn Tea House at 8824 N Port Washington Road.

V. ADJOURNMENT

Leah Hofer
Assistant to the Village Manager

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at 414-206-3915. 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 Board of Trustees 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.bayside-wi.gov)

NOTICE OF PUBLIC HEARING

In the matter of a request for a Conditional Use Permit for Ralyn Tea House at 8824 N Port Washington Road.

PLEASE TAKE NOTICE that a public hearing will be held before the Plan Commission of the Village of Bayside on June 27, 2023, at 5:00 p.m. at the Village Hall, 9075 N. Regent Road, Bayside, WI 53217. The purpose of the public hearing is to consider:

The request for a Conditional Use Permit for Ralyn Tea House at 8824 N Port Washington Road.

PLEASE TAKE FURTHER NOTICE that at such time and place, all interested parties will be heard.

DATED this sixteenth day of June 2023.



Rachel A. Safstrom
Administrative Services Director





CONDITIONAL USE PERMIT APPLICATION

PLEASE PRINT OR TYPE

Applicant Name(s) Catherine Dayao

Name of business or development Ralyn Tea House

Address of proposed business 8824 N Port Washington Rd., Bayside, WI 53217

Applicant address 7419 N Port Washington Rd. Glendale, WI 53217

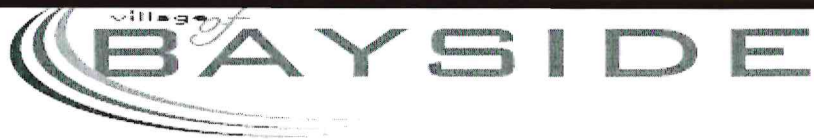
Applicant phone number(s) 414-469-5985

Property owner name OGDEN Property / Ogden Center LLC

Property owner address 16605 N Water St. Phone number 414-276-5285

Parcel number 3601361000

PD 6/1/23
300 for conditional use
100 for occupancy



STEPS TO OBTAIN A CONDITIONAL USE PERMIT D, D-1 or E INSTITUTIONAL ZONING DISTRICT

- All uses in the D, D-1, or E Institutional Zoning Districts are conditional uses.
- No building or other structure can be erected, altered or enlarged without a conditional use permit and an occupancy permit
- If the proposed change affects the exterior of the building or any part of the property, the matter needs to also have approval by the Architectural Review Committee.
- Conditional use permits are not transferable to a new business owner or tenant.

D-1

1. Submit conditional use permit application and all required documentation. Applications are due no later than 10:00 am two weeks prior to the desired Plan Commission meeting.
2. Submit \$300 for the application fee and \$100 occupancy permit fee.
3. The Plan Commission conducts the public hearing and makes a recommendation to the Village Board of Trustees.
4. At the next scheduled meeting the Village Board of Trustees meets and approves or denies the Plan Commission recommendation.
5. If approved and exterior changes will be made, submit plans to the Architectural Review Committee.
6. The Building Inspector issues building permits, and finally an occupancy permit. All permits and occupancy permit must be obtained prior to opening up for business.

Conditions which may be imposed by the Plan Commission as deemed necessary or appropriate include but are not limited to the following: Type of construction; landscaping; planting screens; parking; fencing; lighting; hours of operation; front, rear, and side yard setbacks; operational control; street or highway access; traffic circulation; commencement and completion dates; street or highway dedications; deed restrictions; sureties; duration or expiration date of conditional use permit; special requirements characteristics.

Conditional Use Permit Plan of Operation

Please Answer all questions and attach additional sheets as necessary. If you do not answer a question, provide a justification for why it does not apply to you.

New Conditional Use Permit Amended Conditional Use Permit

Address of Business: Ralyn Tea House
8824 N Port Washington Rd
Bayside, WI 53217

Brief overview of specific uses of entire property or lease space and summary of type of business planned: Specific uses of entire property are going to be a take-out store and have a tables and seatings available for customers to dine in. This will likely be a function of the affordability of food, hot + cold beverage shops and a great hang-out spots at anytime of the year.

A brief description of on-site operations: Buyers and customers can lounge in comfort as they enjoy drinking hot + cold beverage + food. Production staffs aid in the manufacturing of goods in an assembly line. Include anything from feeding materials into machinery, appliance, assembly items, packing and storing items.

Legal description of property: Commercial / Business Park

Tax Key ID Number/Parcel Number: 0220212001

Zoning of property: D-1 Business District

Lot size or lease space size (in square feet): 124 Acres

Building dimensions and number of floors: 15,750

Total floor area (in square feet): 15,750

Number of shifts and maximum number of employees per shift: 2

Days and hours of operation: 10am - 10pm

Frequency of deliveries to site and type(s) of vehicles that will deliver: 1-2

Projected traffic circulation: _____

Signage (type, lighting, size, location, existing or new etc.) *All signs must be approved by the ARC: _____

Workers ensure that the production process runs smoothly. may also be with performing quality checks and cleaning and maintaining production equipment.

Describe proposed on-site security measures: Put up security / surveillance cameras can deter crime and dissuade property damage while reducing crimes like trespassing and burglary. Monitor scenarios and activities. Gather evidence. Maintain records.

Describe the noise, odors, glare, dust, potential fire hazards, or smoke resulting from the proposed use: N/A

Status of interior plans requiring State approval: _____

Status of State License(s) and/or Certificate(s) required for operation: _____


List the timetable for completion of all building construction or interior construction/remodeling and the anticipated opening date: _____

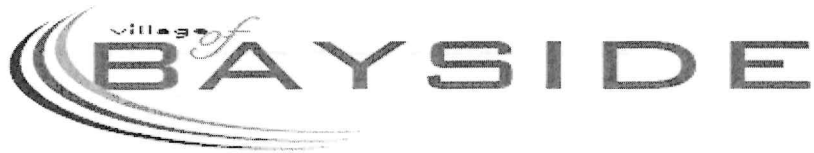
Anticipated maximum number of facility users and visitors at one time (including special events): _____

Total number of estimated parking spots needed for operation: 5-10

Dumpster enclosure and trash removal: Landlord

- Does the applicant have the legal authority to act for and obligate the company or corporation? Yes No
- Does the applicant have the legal authority to act for and obligate the property owner? Yes No
- Is the property owner(s) knowledgeable of the request for a Conditional Use? Yes No
- Does the property owner agree with the Conditional Use request? Yes No

Signature of applicant (s)  Date June 1, 2013



Conditional Use Permit Checklist

Prior to the Plan Commission submittal deadline, the property owner or agent must present a site plan prepared with the information below to the Village of Bayside. The submitted material is reviewed and if appropriate, discussed at the next regularly scheduled Plan Commission meeting. **The information required below is a required unless otherwise stated and other materials may be requested of the applicant during the review process.**

All Conditional Use Permits are subject to review and renewal after one year of issuance.

Plan Set Submittal Requirements for Conditional Use Permit

- Plan Commission Required Forms and materials**
 - A. Completed Application and fees
 - B. Three (3) full size sets of all materials and plans
 - C. Three (3) 11" by 17" complete sets of all materials (if applicable)
-

Required Plans and Information for Conditional Use Permit

- Labeled floor plan and building plans to scale. Plans must include: proposed use(s) of all existing space with dimensions shown; locations of all new construction and additions; locations of all exits and doorways; walls and permanent fixtures and major portable fixtures must be indicated**
- Site Plans for existing and proposed business must include the following:**
 - A. Scale and name of project. Site plan drawn to scale and indicating on the site plan the scale of the drawing and the size of the site.
 - B. Location of all available parking spaces, loading, ingress and egress, and driveway locations. The total number of parking space available, loading areas, drives, and vehicular ingress and egress locations to the site noted in the site plan.
 - C. Type, Size, and Location of All Structures and Signs. The type, size, and location of all structures and signs with all building and sign dimensions note on the site plan. (Any signs must be approved by the Architectural Review Committee)
 - D. Project Summary. A written project summary including operational information, building schedule, and estimated project value, including all site improvement costs.
 - E. Additional Information May Be Required by the Village. Additional information may be required by the Plan Commission, Building Inspector, or Village Staff to review the site plan.
- Occupancy Permit**
- North Shore Fire Department Plan Review and Inspection Permit (Please submit directly to the North Shore Fire Department)**

*Attach a legal description of the property requested for a conditional use, a plat of survey of the property, and a drawing of any proposed development.

OFFICE USE ONLY:

Application received by:	_____	\$300.00 application fee:	_____
Public Hearing date:	_____	\$100.00 occupancy permit fee:	_____
Board of Trustees Meeting:	_____	Approved by Board of Trustees:	_____
Occupancy Permit Issued?:	_____	NSFD Permit Issued?:	_____



OCCUPANCY PERMIT APPLICATION

NAME OF OWNER: CATHERINE DAYAO

BUSINESS NAME: RALYN TEA HOUSE

ADDRESS: 2824 N. PORT WASHINGTON RD

PHONE: 414-469-5985

TYPE OF OCCUPANCY: BUSINESS [checked] HOME NEW HOME

(For Businesses Only) Proposed Use: BOBA TEA HOUSE / CAFE

MEETS CODE REQUIREMENTS

BUILDING INSPECTOR: Granted: Denied: Reason for Denial Signature

PERMITTED IN ZONING: Granted: Denied: Reason for Denial Signature

FIRE INSPECTOR: (Alarm Requirements) Granted: Denied: Reason for Denial Signature

ELECTRICAL INSPECTOR: Granted: Denied: Reason for Denial Signature

PLUMBING INSPECTOR: Granted: Denied: Reason for Denial Signature

OCCUPANCY PERMIT

OCCUPANCY GRANTED:

OCCUPANCY DENIED:

Village Manager

Date Signed

