

**MINUTES OF THE PLANNING COMMISSION MEETING HELD AT THE
GREENFIELD CITY HALL ON TUESDAY, MAY 13, 2014**

1. The meeting was called to order at 6:30 p.m. by Ald. Kastner

ROLL CALL:	Mayor Michael Neitzke	Excused
	Ald. Karl Kastner	Present
	Mr. Brian Weis	Excused
	Ms. Denise Collins	Present
	Mr. Frederick Hess	Present
	Ms. Christine Hallen	Excused
	Mr. Bradley Sponholz	Present
	Mr. Steve Rogers (alt.)	Present
	Mr. Don Carlson (alt.)	Excused

ALSO PRESENT: Charles Erickson – Community Development Manager

2. Motion by Mr. Hess, seconded by Ms. Collins, to approve the April 8, 2014 minutes. Motion carried unanimously.

3. Discussion regarding the Common Council meeting held on April 15th & May 6th. At the April 15th meeting a vote was held to reconsider the prior denial of the request of St. Vincent de Paul for a Special Use at 4500 S. 108th Street. Ultimately after the reconsideration action, the Special Use was approved. Also approved as recommended by the Plan Commission was the Land Use Plan Change for the Mt. Carmel site to “Planned Mixed Use” for this approximately 20 acre parcel.

At the May 6th meeting the vote on the waiver to allow Castle Home Care to build two CBRFs adjacent to one another at 4900 S. 68th Street occurred and the waiver was denied with a 3-2 vote. Mr. Erickson noted a feature of the State statute that deals with population density of CBRF residents, not only within a community but within aldermanic districts was also considered particularly as it applied to District #2.

4. Nick Wimmer, Wimmer Communities, 5300 S. 108th Street, Suite 1, Hales Corners, WI 53130 requests a PUD Amendment/Site, Building, Landscaping Review for a revision to the plans approved in 2011 for the Rivershire Clubhouse Addition project at 11215 W. Morgan Avenue, Tax Key #563-9995-009.

1. Background: Mr. Wimmer of Wimmer Communities has submitted a proposal to revise the plans approved in 2011 to renovate the existing clubhouse but was never done. See attached 4/28/14 cover letter and attachments providing more background.
2. Architectural Review/Exterior Materials: This revised exterior elevations and floor plan per the attachments features a new main vestibule/entry-way on the northwest side of the building, instead of on the west. The entrance along with the north exterior will include wood and brick columns, plus the rest of the building will include a combination of modular brick veneer, lap and shake vinyl siding, and the pitch-line of the roof will be ‘raised’ over the existing roof in order to accommodate some gable-type accents. A product sample board will be presented at the meeting.

For background purposes only, the 2011 plan proposed a raised, two-story entry feature; see attached building elevation and excerpt of those 3/8/11 PC minutes.

3. Parking/Traffic Flow/Access/Curbed Parking Lot: The site plan is similar to that of 2011. It includes eight new stalls including one handicapped stall (per sheet C1.0) on the north side of the building with a curb element closest to the building. Access to/from Morgan will use the existing drive approach, and a new drive-way connection for this front parking area will be to/from the private roadway immediately to the west (i.e. S. Rivershire Dr.).

There will be a section of private sidewalk replacement being done in the area west/northwest of the clubhouse. In the past there was perpendicular parking in this area but the site plan (C1.0) doesn't show any spaces here anymore. Mr. Wimmer has subsequently indicated that there will be an additional three perpendicular stalls on the west side of the clubhouse roughly to the 'nose' of the boulevard landscaped entry element. The remaining area to the new north driveway will be landscaped.

4. Storm Drainage/Grading (lot & building): Surface runoff drains west onto a private road, and makes its way to a storm inlet and then to a culvert directed towards the Root River.
5. Lighting (building & site): There will be exterior building-mounted lighting at all entrances to the building. They may also add light posts at the north drive entry if needed. There is an existing private light fixture at the northwest corner of the lot.
6. HVAC/Utility Box Screening: The HVAC unit is being re-located to the east side of the building.
7. Signage: Handicapped signage is needed from the pool area to the handicapped entrance on the east side of the building to access handicapped bathrooms/changing areas.
8. Landscaping/Buffer Yard: Front yard landscaping is being removed to accommodate additional parking (i.e. two existing larger deciduous trees and one evergreen). Appropriate amount of replanting will be needed to replace the 'inches lost'. Attached for general reference is the 2011 landscaping plan, but an updated version will be submitted at the PC meeting.
9. Landscaping Cash Deposit/Letter of Credit: When a landscaping plan is submitted, the following are pertinent financial security requirements: 125% of the landscaping costs with 30% retained for two years after initial planting. Furthermore, an on-going condition of approval will be that the landscaping will be subject to annual review by the City to make sure all landscaping features are still being maintained, and that any dead/dying landscaping be replaced as necessary.
10. City Forester Site Inspection: The City Forester needs to review the site. Rivershire may have to replace trees being removed (appears to be 2 maples and 1 evergreen).
11. Fire Department: Per some follow-up with Mr. Wimmer, presently life-safety measures they use a fire alarm and radio monitoring system called 'Best Defense', but a further review by the Dept. will be needed to determine if the renovation may initiate other protective measures such as sprinkling. He also indicated that the basement is used for storage of pool furniture and serves as a seasonal re-screening room.
12. Erosion Control: Erosion control permit is needed from the Engineering Dept. before starting work.
13. PUD Requirements: The 2011 PUD amendment will be updated by staff for review with Mr. Wimmer.
14. Engineering Comments: A driveway permit will be needed for the approach modifications being proposed for the Morgan Ave. entrance (i.e. work in R-O-W).

Recommendation: Approve subject to Plan Commission and staff comments, consider this a minor change not needing a public hearing, and authorize this item to be expedited to the May 20th Common Council meeting.

Nick Wimmer was present to answer questions and gave some background information on this item. It was determined this is a minor change not requiring a public hearing.

Motion by Mr. Sponholz, seconded by Ms. Collins to recommend approval of a PUD Amendment/Site, Building, Landscaping Review for a revision to the plans approved in 2011 for the Rivershire Clubhouse Addition project at 11215 W. Morgan Avenue, subject to Plan Commission and staff comments, and authorize this item to be expedited to the May 20th Common Council meeting. Tax Key #563-9995-009. Motion carried unanimously.

5. **Loomis Investments LLC, 4131 W. Loomis Road, Suite 210, Greenfield, WI, 53221, represented by Daniel Meier, R.A. Smith National, 16745 W. Bluemound Road, Brookfield, WI 53005 requests a Site Plan amendment at this location (a.k.a. Community Bank site) for the purposes of converting the existing storm water retention pond into an underground detention system so that 57 new parking stalls are created on an overall basis on the easterly side of this parcel, Tax Key #600-1001.**

1. Background: Loomis Investments at 4131 Loomis Road, which also includes the Community Bank use and some medical-related businesses, requests a Site Plan amendment. Their proposal to replace the existing stormwater basin on the east side of their parcel with an underground storage system which will include two 10 foot diameter perforated CMPs (corrugated metal pipe), different sizes of crushed stone, and then topped with 6" thick concrete permeable pavers. This design will then enable this same space to be used as additional parking.
2. Parking/Traffic Flow/Access/Curbed Parking Lot: The net increase in parking stalls will be 57, with all ingress and egress areas remaining the same.
3. Storm Drainage/Grading (lot & building): See above description.
4. Outside Agencies: MMSD will have to review/approve the stormwater plan revision.
5. Erosion Control: Prior to work being started, permitting is needed from the Engineering Dept.
6. Miscellaneous: A State plumbing plan review is required. The possibility for a future parking-related project may occur at this site. Apparently their parking needs are such that they may want to create a pedestrian pathway to/from the Park & Ride lot. Further review of that aspect will be evaluated after this new parking area is being utilized.
7. Engineering Comments: AECOM will be handling the technical review for the City of the revised storm management plan, and that process is underway. Also, upon initial review by staff it was noted that the detention system liner is not specified.

Recommendation: Approve subject to Plan Commission and staff comments, and authorize this matter to be expedited to the May 20th Common Council meeting.

Michael Welman, the architect, and Dan Meier with R.A. Smith National were present to answer questions. Mr. Erickson gave some background information on this item. In response to a question from Mr. Hess, Mr. Erickson cited several businesses who have done this same underground stormwater system (Aldi at Loomis & Layton, the new Walmart, and the vet clinic at Hwy. 100 & Beloit). Ald. Kastner questioned how the City ensures that they are being maintained, to which Mr. Erickson replied that the Engineering Dept. contacts owners annually inquiring if they have maintained their basin, per the Stormwater Management Agreement we have with them, but ultimately it is the owner's responsibility. Mr. Welman said there is required maintenance, which is mainly vacuuming it out. Mr. Meier said there are maintenance requirement agreements outlining what maintenance is needed and at what intervals it needs to occur.

Motion by Mr. Rogers, seconded by Mr. Hess to recommend approval of a Site Plan amendment at 4131 W. Loomis Road (a.k.a. Community Bank site) for the purposes of converting the existing storm water retention pond into an underground detention system so that 57 new parking stalls are created on an overall basis on the easterly side of this parcel, subject to Plan Commission and staff comments, and authorize this item to the May 20th Common Council meeting. Tax Key #600-1001. Motion carried unanimously.

6. **Tom Tsopelas, Embers Family Restaurant LLC, 8345 Anna Avenue, Wind Lake, WI 53185 requests a Conceptual Project Review to discuss the possibility of splitting their 3.06 acre parcel at 3740 S. 108th Street (a.k.a. Genesis Restaurant). As proposed one lot with the restaurant would be 2.04 acres and the second lot to the northeast would be 1.02 acres, and this potential layout would require a shared parking and cross-access arrangement due to restrictions for direct access to/from Beloit Road for that portion of the parcel. Tax Key #562-9951-006.**

1. Background: Mr. Tsopelas, owner of Embers Family Restaurant LLC requests a Conceptual Project Review to discuss the possibility of splitting their 3.06 acre Genesis Restaurant parcel at 3740 S. 108th Street to create two lots. See attached 4/28/14 explanation letter and preliminary proposal for the split. As shown, the restaurant lot would be 2.04 acres and the second lot to the northeast would be 1.02 acres.

Since this parcel is zoned C-4 Commercial, the requirements for a minimum lot size is 40,000 s.f. and a minimum of 150' of lot frontage. Both of these aspects are exceeded with the preliminary layout proposal.

2. Parking/Traffic Flow/Access/Curbed Parking Lot: Mr. Tsopelas' letter makes a reference to the historical overall parking usage for the restaurant that was built in 1999 particularly at the busiest times. Essentially the northeasterly area '...has almost never been used by our customers or employees...'. The site plan shows that there are approx. 180 stalls.

The attached CSM #6966 ('01) makes a reference that '...No access per WisDOT and City requirements...' is allowed anywhere northeasterly of the existing drive approach. As a result this will require, as also referenced in Mr. Tsopelas' letter, a need for a cross-access easement to be able to use the existing drive approach on Beloit, and with a shared parking arrangement for any future owner/lease-holder of a second parcel here.

3. Utilities: All three utilities favor that northerly side of Beloit in that they are either in the lawn terrace area or under the curb line.

Recommendation: No formal action needed, but staff is supportive of the proposed lot split. Follow-up action would be the submittal of an actual CSM.

Tom Tsopelas was present to answer questions and gave an explanation of the basis for this request. As a possible example only, he was approached about possibly putting a day care there; which would be ideal since there would be limited traffic, twice daily drop-offs and pick-ups, and they'd be closed nights and weekends.

Mr. Sponholz asked if it would be possible to create a separate drive rather than a future user using the one existing opening. Mr. Rogers said there is a sewer manhole which is where an ideal spot could be for an additional drive so that would need to be looked into. However, Mr. Erickson did reference the existing CSM which has the "...No Access..." limitation for this portion of the parcel.

Conceptual review – no action needed but the Plan Commission was supportive of this lot split idea if someday in the future Mr. Tsopelas should return with a CSM.

7. **Review staff recommendations to amend the Zoning Code text to better enable 'green infrastructure' elements to be included in the landscaping and parking areas of proposed developments; also there are some 'house-keeping' text modifications being suggested as well. [[Item held over from the last PC meeting]]**

1. Background: *Item Held Over from last PC. As a follow-up to the initial discussion at that earlier meeting, Staff has done some further editing (i.e. ~~strike-outs~~) with those respective pages noted on the cover page of the proposed ordinance. The comments below are identical to what had been submitted for last month's meeting.*

Last summer MMSD hired a consulting group to review the Zoning Code(s) and Stormwater Management ordinance(s) of the municipalities in the Menomonee River Watershed area with the intent of making revisions to be more 'user friendly' by enabling the ability for 'green infrastructure' features to be incorporated in these respective Municipal Code chapters on a more formalized basis if the site development opportunity(ies) presented itself in the future for more 'green'.

Staff had an initial meeting with these individuals back then, with a follow-up meeting in October where they had taken entire portions of Chp. 21 (ZC) and Chp. 30 (Storm Mgt.) and did the usual ~~strike-out~~ version (i.e. deletions) and *Italics* version (i.e. new) for tracking the proposed text changes. See attached 10/18/13 memo from Julie Beth Hinds – Birchline Planning LLC. Internally then, we did further review/editing and the attached represent the condensed version of those changes where the text that is shown to reflect **only where actual changes are occurring**; so that is why the reader may notice that there will not always be a precise numerical or alphabetical sequence within the body of the attached DRAFT ordinance.

The specific ZC sections which were edited for the 'green infrastructure' elements were in the following categories:

- Traffic & Off-Street Parking
- Required Landscaping
- Special Uses – Non-Residential Standards

In addition, staff has taken the opportunity of while these 'green infrastructure' changes are being considered, of also suggesting some additional 'house-keeping' text changes. So with that in mind, there will be proposed revisions which have nothing to do with 'green infrastructure' elements included in the overall proposed changes, and those will also use the same ~~strike-out~~ and *Italics* formatting.

2. Miscellaneous: The Chap. 30 – Stormwater ord. changes are going to the same May 19th Legislative Committee referenced below.

Recommendation: Approve subject to Plan Commission and staff comments, and forward this matter to the May 19th Legislative Committee mtg. for further review and recommendation to the Common Council. Zoning Code text changes also require a public notice/hearing process, and so staff would also request authorization to initiate the public hearing process after the Legislative Committee has forwarded its recommendation onto the Council.

Motion by Mr. Hess, seconded by Ald. Kastner to recommend the approval of changes to the Zoning Code text to better enable 'green infrastructure' elements to be included in the landscaping and parking areas of proposed developments; also there are some 'house-keeping' text modifications being suggested as well, subject to Plan Commission and staff comments, and authorize this item to be forwarded on to the Legislative Committee with the understanding a public hearing will be need when these proposed changes are being considered at a future Council meeting. Motion carried unanimously.

8. Community Development Manager Report.

None.

**9. Motion by Ms. Collins, seconded by Mr. Sponholz to adjourn the meeting at 7:15 p.m.
Motion carried unanimously.**

Respectfully submitted,

Alison J. Meyer
Administrative Assistant

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