

**MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE
GREENFIELD CITY HALL ON TUESDAY, NOVEMBER 8, 2016**

1. The meeting was called to order at 6:30 p.m. by Mayor Neitzke

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

ALSO PRESENT: Charles Erickson – Community Development Manager
Ald. Bruce Bailey

2. Motion by Ald. Kastner, seconded by Mr. Weis to approve the October 11, 2016 Regular Meeting minutes. Motion carried unanimously.

3. Discussion regarding the Common Council meeting held on October 18th & November 1st.

At the October 18th meeting, the public hearings for Enterprise Rent-A-Car (4377 S. 27th) and Tri City Black Belt Academy (6403 W. Forest Home) occurred and were approved as presented. The following items were also approved as presented: the Fiduciary Real Estate project at 84 South, Progressive Insurance expansion (3442 S. 103rd), and T-Mobile installation “inside” a WE Energies tower (4201 S. 27th). There were no Plan Commission items at the November 1st Common Council meeting.

4. Central Florida Restaurants, Inc., represented by William Griffith, Larkin Hoffman Attorneys, 8300 Norman Center Drive, Suite 1000, Minneapolis, MN 55437, requests a Special Use Review approval as the new owner of TGI Friday’s Restaurant at 4638 S. 76th Street; Tax Key #604-9972.

1. Background: The TGIF Restaurant business operation will occur under a new owner (Central Florida), but there will not be any property ownership change; initial Special Use was approved in 1994.
2. Storm Drainage/Grading (lot & building): In early 2015 a Plumbing Permit was taken out to attempt to repair an on-going problem of run-off seeping from under the asphalt parking lot onto the front public sidewalk via the small grassy area between the sidewalk and the west parking lot edge. Apparently at the time the ‘fix’ was thought to be related to a hole in the sanitary test ‘T’, however, the problem still doesn’t seem to be totally repaired and should be addressed. The main concern is for during the winter months and the potential for icy sidewalks.
3. Hours of Operation: To remain unchanged. Daily: 11:00 a.m. – 2:00 a.m.

Recommendation: Approve subject to Plan Commission and staff notes, and authorize this item to be expedited at the November 15th Common Council meeting.

John Hartnell was present on behalf of TGI Friday’s to answer questions.

It was noted that improvements need to be made to the landscaping along that same front yard area where drainage/seepage onto the sidewalk is occurring.

Motion by Mr. Sponholz, seconded by Mr. Rogers, to recommend approval of Special Use Review for Central Florida Restaurants, Inc. as the new owner of TGI Friday's Restaurant at 4638 S. 76th Street, subject to Plan Commission and staff comments, and authorize this item to be expedited to the November 15th Common Council meeting. Tax Key #604-9972. Motion carried unanimously.

5. **Michele Dronso, 3025 E. Belsar Avenue, Cudahy, WI 53110 requests a Certified Survey Map approval for her property at 4532 W. Grange Avenue to create two single-family lots from the existing +49K s.f. parcel; a +22K s.f. parcel which would include the existing house on the north side of the lot and a +27K s.f. parcel on the south side of the lot for a single-family house; the R-2 Residential District minimum lot size requirements for square footage and width are exceeded. Tax Key #647-9952-007.**

1. Background: As a follow-up to the denied rezoning at the Oct. 4th CC to split this 49K s.f. lot into 3 parcels (i.e. existing house + two new single-family lots), the owner now has proposed to just split the parcel to create two lots:
 - Lot 1 = 22K s.f. -- where existing house is located on the north side
 - Lot 2 = 27K s.f. -- with these dimensions, the R-2 Single-Family lot size minimums are easily exceeded (i.e. 15K s.f with 100' lot width; corner lot min. = 115')
2. Parking/Traffic Flow/Access/Curbed Parking Lot: The driveway for the new corner lot and future single family home will need to be accessed only from the northerly half of the 45th Street frontage. That is because backing onto Grange could be a problem since there is a 'double-corner' here with the 45th Street 'north leg' being off-set' with its 'south leg'.
3. Utilities: As identified on the CSM, there is an existing gas line that will need to be relocated because its goes through the building 'envelope' for the new lot. The existing house was built in the early 1960's, and given the timing of utility main installations back then it's quite likely that also its sanitary and water laterals are extended through this same southerly area.

Accordingly, the following will need to occur:

- Existing house has to have new sanitary/storm/water laterals connected from the mains in 45th Street. Based upon utility plans, it appears that all three of those laterals are already extended to the lot line, just south of the driveway.
 - The sanitary/water laterals going thru the new building 'envelope' will need to be abandoned but can be 'capped' at the south lot line; this parcel can then be sold as a 'fully improved parcel' in that water/sanitary/storm laterals are already at the lot line.
 - The well north of the house needs to be either properly abandoned (i.e. follow DNR process) or a Well Operation Permit needs to be taken out.
4. Park Fees: \$1,497 for the one new lot being created. Will need to be paid prior to the City recording the CSM at the Register of Deeds.
 5. Outside Agencies: The CSM will be reviewed by Milwaukee County Register of Deeds, and City Engineering staff. All corrections, if any, must be completed before recording. The applicant needs to be informed of the following: provided that a) the necessary approvals have been obtained; b) the original CSM map is in order; and c) all applicable charges have been paid, applicant must submit a final signed and notarized CSM to the Engineering Dept. for recording. The City requires a minimum of seven (7) working days to perform its final processing and recording of the CSM. If the applicant requires the CSM to be recorded on, or by a specific date, plan for appropriate lead-time to be sure to submit the necessary materials to the City allowing for its processing time. Failure to submit the necessary materials with the CSM for recording may cause additional recording delays.

Recommendation: Approve subject to Plan Commission and staff notes, and authorize this item to be expedited at the November 15th Common Council meeting.

Michele Dronso was present to answer questions.

It was noted that this proposed lot split is in accordance with the existing zoning and so there is no need for a rezoning.

Motion by Ald. Kastner, seconded by Mr. Sponholz to recommend approval of a Certified Survey Map for the property at 4532 W. Grange Avenue to create two single-family lots from the existing +49K s.f. parcel; a +22K s.f. parcel which would include the existing house on the north side of the lot and a +27K s.f. parcel on the south side of the lot for a single-family house; subject to Plan Commission and staff comments; authorize this item to be expedited to the November 15th Common Council meeting; and note that minimum lot size requirements for square footage and width are exceeded for both lots. Tax Key #647-9952-007. Motion carried unanimously.

6. **Matthew Whitlow, 10521 W. Howard Avenue, Greenfield, WI 53228 requests a preliminary survey review for his property at this location to create two single-family lots from the existing +33K s.f. parcel; a +15K s.f. parcel which would include the existing house on the west side of the lot and a +18K s.f. parcel on the east side of the lot for a single-family house; the R-2 Residential District minimum lot size requirement for square footage is exceeded but minimum lot width(s) are not met. Tax Key #567-9996.**
1. Background: Mr. Whitlow is interested in splitting his existing property to create a new eastern parcel in order to construct a new house for his family. The preliminary parcel sizes exceed R-2 District minimum lot size of 15,000 s.f.: west parcel = 15,770 s.f. and east parcel = 18,050 s.f. However, the two lots will not have the required minimum 100 foot width at 83 feet (west) and 95 feet (east). See attached preliminary drawing. *[[BTW – the ‘depth’ reference of 214’ on the City GIS Map is to the centerline of Howard; the 190’ figure was obtained from the Plat Book and represents the true lot depth, and so the lot size calcs. use the 190’; the submitted 214’ was “..whited-out..” by staff for the purposes of this review.]]*
 - The approx. placement of a new ‘inside’ lot line would be done to ensure that at least the R-2 District minimum of a 10’ side yard setback is provided from the east side of the existing house.
 2. Utilities: The ‘open’ east half of the parcel contains water and storm laterals, with a sanitary sewer ‘wyse’ nearby. The construction of a second home is feasible given the existing utility connections.
 3. Park Fees: While not applicable now, at some point if/when a CSM is submitted then a park fee of \$1,497 will need to be paid prior to the recording of the CSM by the City at the County Register of Deeds office. This fee is based upon the creation of a new single-family lot.
 4. Outside Agencies: While not applicable now, at some point if/when a CSM is submitted the CSM will be reviewed by Milwaukee County Register of Deeds, and City Engineering staff. All corrections, if any, must be completed before recording. The applicant needs to be informed of the following: provided that a) the necessary approvals have been obtained; b) the original CSM map is in order; and c) all applicable charges have been paid, applicant must submit a final signed and notarized CSM to the Engineering Dept. for recording. The City requires a minimum of seven (7) working days to perform its final processing and recording of the CSM. If the applicant requires the CSM to be recorded on, or by a specific date, plan for appropriate lead-time to be sure to submit the necessary materials to the City allowing for its processing time. Failure to submit the necessary materials with the CSM for recording may cause additional recording delays.

5. Miscellaneous: Attached is an excerpt of the GIS Map for this general area along Howard between 104th to 107th where the single-family parcels are located with their respective lot dimensions written in. Intent is simply to compare/contrast the potential new lot sizes for width and sq. footage that Mr. Whitlow is proposing at 10521 with its like-type neighbors.

Recommendation: While no formal action is needed, staff has a favorable recommendation regarding this proposed lot split:

- Utility laterals were extended into the ‘open’ or eastern portion of this parcel many years ago in anticipation/preparation of this potential split occurring someday (i.e. water & sanitary: 1960’s and storm: 1990’s).
- R-2 minimum lot size of 15K s.f. is met with both proposed lots (+15K and +18K)
- Potential new lot widths are not inconsistent with the neighborhood parcels.

Next step: Mr. Whitlow needs to hire a surveyor to proceed with creating the actual CSM.

Matthew Whitlow was present to answer questions. Discussion amongst the Plan Commission indicated a favorable consensus. It was determined the new lot could have a width of 89’ to 95’. The next step is for Mr. Whitlow to have the actual CSM created.

Conceptual Review. No Action Required.

6a. Scott Yauck, Greenfield Development Partners Holding, LLC represented by Justin Johnson, P.E., JSD Professional Services, N22 W22931 Nancy’s Court, Suite 3, Waukesha, WI 53186 requests a Certified Survey Map to split Lot 2 of CSM #8856 into two parcels within ‘84 South’.

1. Background: Due to the nature of the business transaction between 84 South developers and Steinhafel’s, Steinhafel’s has requested to split-out what will become ‘their’ parcel. The lots that are created are appropriately sized, and language pertaining to shared access, parking, and maintenance (i.e. stormwater) are included.
2. Outside Agencies: The CSM will be reviewed by Milwaukee County Register of Deeds, and City Engineering staff. All corrections, if any, must be completed before recording. The applicant needs to be informed of the following: provided that a) the necessary approvals have been obtained; b) the original CSM map is in order; and c) all applicable charges have been paid, applicant must submit a final signed and notarized CSM to the Engineering Dept. for recording. The City requires a minimum of seven (7) working days to perform its final processing and recording of the CSM. If the applicant requires the CSM to be recorded on, or by a specific date, plan for appropriate lead-time to be sure to submit the necessary materials to the City allowing for its processing time. Failure to submit the necessary materials with the CSM for recording may cause additional recording delays.
3. PUD Requirements: The developer agreement for Steinhafel’s will be revised to reflect this CSM change.

Recommendation: Approved subject to Plan Commission and staff comments, and authorize this item to be expedited to the November 15th Council meeting.

Motion by Mr. Weis, seconded by Mr. Sponholz, to recommend approval of Certified Survey Map to split Lot 2 of CSM #8856 into two parcels within ‘84 South’, subject to Plan Commission and staff comments, and authorize this item to be expedited to the November 15th Common Council meeting. Motion carried unanimously.

7. Community Development Manager Report.

Mayor Neitzke gave an update on the 84 South project, and how it is progressing quickly, with the roads being essentially completed and site work is continuing where very soon above-grade building elements will be visible.

**8. Motion by Mr. Krenz, seconded by Mr. Sponholz, to adjourn the meeting at 6:55 p.m.
Motion carried unanimously.**

Respectfully submitted,

Alison J. Meyer
Administrative Assistant

Distributed November 10, 2016