MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE GREENFIELD CITY HALL ON TUESDAY, NOVEMBER 12, 2019

1. The meeting was called to order at 6:00 p.m. by Mayor Michael Neitzke

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

ALSO PRESENT: Kristi Johnson – Community Development Manager
Andrew Stern – Planner

2. Approval of the minutes from the October 8, 2019 meeting.

Motion by Ald. Kastner, seconded by Mr. Carlson, to approve the October 8, 2019 Regular Meeting minutes. Motion carried unanimously, with Ms. Hallen abstaining.

3. Discussion regarding the last two Common Council meetings.
There were no public hearings held for any Plan Commission items in the month of October.

4. Signage Plan Appeal for Landmark Credit Union, a proposed business located at 8300 W Layton Ave., submitted by Eric Rohs, d/b/a Sign Effectz, Inc., and Dave Pecsi d/b/a Landmark Credit Union (Tax Key No. 605-0165-004)

Landmark Credit Union, a proposed business located at 8300 W. Layton Ave., is seeking a signage variance, requesting additional signage beyond what the Sign Code allows for. The Sign Code permits gross allowable sign square footage permitted for each business site by multiplying the lineal building front footage by a factor of 1.5 square feet with a maximum of 200 square feet permitted. The total number of signs permitted for each business site is limited to one wall sign and one monument sign. The proposed Landmark Credit Union building will have 121 feet of lineal building front footage, allowing for a maximum of 181.5 sq. ft. of signage. This property is a corner parcel, which allows an additional 24 sq. ft. of signage, for a total of 205.5 sq. ft.

Landmark seeks a waiver to erect two (2) 59.7 sq. ft. wall signs, one each to be placed on the W. Layton Ave. and W. Forest Home Ave. building facades. Landmark is also proposing an 86.7 sq. ft. monument sign with 19.8 sq. ft. changeable copy sign along

W. Layton Ave. The Sign Code limits monument sign size to no greater than 30 percent of the gross allowable sign square footage, or 61.7 sq. ft. for Landmark Credit Union. They also request a waiver for a monument sign to exceed this size limit.

Recommendation: Approve the Signage Plan Appeal for Landmark Credit Union, a proposed business located at 8300 W Layton Ave., submitted by Eric Rohs, d/b/a Sign Effectz, Inc., and Dave Pecsi d/b/a Landmark Credit Union (Tax Key No. 605-0165-004).

Mr. Stern gave a presentation on this item.

Motion by Mayor Neitzke, seconded by Ms. Collins, to recommend approval of a Signage Plan Appeal for Landmark Credit Union, a proposed business located at 8300 W Layton Avenue, subject to Plan Commission and staff comments. Tax Key No. 605-0165-004. Motion carried unanimously.

5. Signage Plan Appeal for Orthopaedic Hospital of Wisconsin, an existing business located at 4830 S. 76 St., submitted by Brandon Goldbeck, d/b/a Orthopaedic Hospital of Wisconsin, and Kari Conradt, d/b/a West Allis Blue. (Tax Key No. 617-9983-012)

Orthopaedic Hospital of Wisconsin, an existing business located at 4830 S. 76 St., is seeking a signage variance, requesting additional signage beyond what the Sign Code allows for. According to the Sign Code, "The total amount of signage permitted for each tenant space within the MTCB district shall be determined by multiplying the lineal front footage of the tenant space facing the adjacent road/street. The allowed sign ratio is "one square foot to one foot of lineal frontage of tenant space" to a maximum of 50 square feet." The lineal building frontage of Orthopaedic Hospital of Wisconsin is approximately 54 ft., allowing for a total signage of 50 sq. ft.

Orthopaedic Hospital of Wisconsin was approved for a signage waiver for a 130.5 sq. ft. wall sign on the S. 76 St. façade at the September Plan Commission meeting. They are now requesting a waiver for an additional illuminated wall sign on the rear parking lot façade with tan channel letters. The proposed sign is approximately 31.75 sq. sq. ft. Approval of this sign would result in this tenant space having 112.25 sq. ft. of signage beyond what is allowed by the Sign Code. All other tenants in the multi-tenant commercial building have wall signs on both the S. 76 Street and rear parking lot facades.

Recommendation: Approve the Signage Plan Appeal for Orthopaedic Hospital of Wisconsin, an existing business located at 4830 S. 76 St., submitted by Brandon Goldbeck, d/b/a Orthopaedic Hospital of Wisconsin, and Kari Conradt, d/b/a West Allis Blue. (Tax Key No. 617-9983-012)

Mr. Stern gave a presentation on this item.

Motion by Mayor Neitzke, seconded by Ald. Kastner, to recommend approval of a Signage Plan Appeal for Orthopaedic Hospital of Wisconsin, an existing business located at 4830 S. 76 Street, subject to Plan Commission and staff comments. Tax Key No. 617-9983-012. Motion carried unanimously.

6. Amended Site, Landscaping and Architectural Plans for proposed new construction of a multi-tenant commercial building, Shops at Greenfield, to be located at 7611 and 7631 W. Holmes Ave., submitted by Scott Shust, d/b/a JTS Architects, and Andrew Goodman, d/b/a GMX Real Estate Group, LLC. (Tax Key Nos. 616-0002-000 and 616-0001-001)

Overview and Zoning

This project was approved by the Plan Commission on April 9, 2019 and the Common Council on June 18, 2019. The developer, GMX Real Estate Group, LLC, now owns both parcels that make up the development. In addition, the City approved the street vacation of W. Holmes Ave. along the lineal length of the development. The developer's initial site layout was based off of potential lease agreements, of which not all have come to fruition. This recent application alters the site plan by removing the initially-proposed drive-thru component and increasing the tenant spaces from three (3) to four (4). If future tenants require a Special Use permit, separate public hearings will be held for those particular uses.

Site and Landscaping Plan

As mentioned above, the amended site plan eliminates the drive-thru component, which would have started on the south side of the building, wrapped around the east, and vehicles were to exit on the north side of the building. With the elimination of the drive-thru, the developer has increased the size of the building:

Old building footprint: 89.34' wide (E/W) x 108.94' long (N/S)
9,732 sq. ft.
38.89 ft. setback from east property line
Three (3) tenant spaces

New building footprint: 90' wide (E/W) x 124.39' long (N/S)
11,195 sq. ft.
25.21 ft. setback from east property line
Four (4) tenant spaces

The developer is projecting tenant space sizing to be: 2,950 sq. ft.; 2,500 sq. ft.; 3,000 sq. ft.; and, 2,700 sq. ft. in area.

With the elimination of the drive-thru, landscaping will be increased along the east side of the building. A landscape plan will be provided at the Plan Commission meeting.

Staff had recommended to the developer to modify the location of the site entrance/driveway cut, shifting it east, in line with the eastern parking lot drive aisle, and to also move the refuse enclosure location. The driveway entrance shifting would possibly allow for more green space at the northwest corner of the site for snow storage. The architect and engineers said that these two (2) recommended changes would not be feasible with the grading.

Architectural Plans

The amended site layout stretches the building an extra 16 feet, north-south, which modifies the architectural plans slightly, but generally the building design will stay the same. Building materials include brick veneer and split-face stone as the base, and EIFS and prefabricated metal panels in the upper sign areas. The west and south elevations include aluminum storefront windows. The east elevation includes mostly spandrel windows with some storefront windows at the southern tenant space. The north elevation will be constructed of stone and brick materials, with spandrel and storefront window systems.

Recommendation: Recommend Common Council approval of the Site, Landscaping and Architectural Plans for proposed new construction of a multi-tenant commercial building, Shops at Greenfield, to be located at 7611 and 7631 W. Holmes Ave., submitted by Scott Shust, d/b/a JTS Architects, and Andrew Goodman, d/b/a GMX Real Estate Group, LLC (Tax Key Nos. 616-0002-000 and 616-0001-001).

Ms. Johnson gave a presentation on the item.

Mayor Neitzke noted that currently the commercial real estate market is experiencing some challenges. This change makes the building more marketable and also creates more flexibility for tenants, with the ability to accommodate up to four new tenants. Discussion occurred on how the previously approved plans from the April 9, 2019 Plan Commission would remain approved as an alternative option in addition to tonight's proposal.

Motion by Mayor Neitzke, seconded by Mr. Carlson, to recommend approval of an Amended Site, Landscaping and Architectural Plans for proposed new construction of a multi-tenant commercial building, Shops at Greenfield, to be located at 7611 and 7631 W. Holmes Avenue, subject to Plan Commission and staff comments, to accommodate up to four tenants, with it noted that the previously approved plans remain approved in addition to this proposal, and authorize this item to be expedited to the November 19th Common Council meeting. Tax Key Nos. 616-0002-000 and 616-0001-001. Motion carried unanimously.

7A. Special Use Review for an ownership change to Applebee's Bar + Grill, an existing business located at 5100 S. 76 St., submitted by Seenu Kasturi, d/b/a Wisconsin Apple, LLC, and Kent Billingsley, agent. (Tax Key No. 650-8998-006)

7B. Site Plan Review for an ownership change to Applebee's Bar + Grill, an existing business located at 5100 S. 76 St., submitted by Seenu Kasturi, d/b/a Wisconsin Apple, LLC, and Kent Billingsley, agent. (Tax Key No. 650-8998-006)

Items 7A and 7B may be considered together.

Overview and Zoning

Wisconsin Apple LLC has accepted an offer to purchase the existing Applebee's Bar + Grill at 5100 S. 76 St. The location is zoned C-4 Community Commercial District, which allowed restaurants as a Special Use. The change in ownership triggers review of the Special Use permit, site conditions, etc. The location will still be operated under the Applebee's name and will not incur any significant changes to the location. No construction will take place to the interior or exterior of the building structure.

The hours of operation will remain the same, which are 11:00 am to 1:00 am, Sunday through Thursday and 11:00 am to 2:00 am, Friday and Saturday. This location employs approximately 45 employees and has approximately 300 customers per day. The Agent, Kent Billingsley, has 4 years of experience as VP of Operations. The menu will remain the same as the current menu including, but not limited to, casual dining items, appetizers, entrées to include steak, chicken and seafood. Beer, wine, liquor and non-alcoholic beverages are also available to customers.

Site and Landscaping Plan

A site and landscaping plan was not submitted, but the site is subject to review when the Plan Commission and Common Council consider Special Use reviews. The site appears to be in relatively good condition. Some of the plant material on the approved landscape plan is missing and/or dead and needs to be replaced, including most, if not all, of the ash trees onsite. The pylon sign onsite is non-conforming and the Sign Code states "any change in ownership, tenancy of premises, and/or changes in special use shall necessitate that the signs for the premises be brought into compliance with the provisions" of the Sign Code. The pylon sign should be replaced with a conforming monument sign within a year. Other issues to be fixed/addressed prior to an occupancy permit being issued include:

1. Patching parking lot potholes and deteriorated asphalt
2. Cleaning of grease/stains on the concrete slab in front of the refuse container enclosures
3. Cleaning up garbage around perimeter of site
4. Installation of bollards to protect the electric box at the rear of the building
5. Replacement of failing doors/door supports on the refuse enclosures

Off-street parking required per code for Applebee's = 82 (15 spaces per 1,000 sq. ft.)
TOTAL off-street parking provided (based off of site plan) = 89

Staff recommends that this item be expedited to the November 19, 2019 Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Permit and the Site Plan Review for an ownership change to Applebee's Bar + Grill, an existing business located at 5100 S. 76 St., submitted by Seenu Kasturi, d/b/a Wisconsin Apple, LLC, and Kent Billingsley, agent (Tax Key No. 650-8998-006), subject to Plan Commission comments, staff comments, and the following conditions:

(Items 1 & 2 are required to be satisfied prior to the issuance of building permits and a Certificate of Occupancy associated with the proposed work reviewed by the Plan Commission. Contractors applying for permits should be advised accordingly.)

1. Revised Site and Landscaping Plan being submitted to the Community Development Division to show the following: detailed landscaping plan with landscaping species and quantity modifications at the request of the City Forester, if applicable, with all replanting to be completed by June 2020

2. A letter from the applicant stating the following: (a) parking lot potholes have been patched and repaired; (b) grease/stains on the concrete slab in front of the refuse container enclosures have been cleaned; (c) garbage around site has been cleaned up;, (d) protective bollards have been installed around electric box at the rear of the building; and, (e) doors/door supports for the refuse enclosure have been repaired or replaced.

(The work listed in item 3 is required to be satisfied by November 2020. Contractors applying for permits should be advised accordingly.)

3. A signage plan being submitted to the Community Development Division for review and approval including the removal of the pylon sign and construction of a code-conforming monument sign on the property.

Mr. Stern gave a presentation on this item.

Motion by Mayor Neitzke, seconded by Ms. Collins, to recommend approval of a Special Use Review and a Site Plan Review for an ownership change to Applebee's Bar + Grill, an existing business located at 5100 S. 76 Street, subject to Plan Commission and staff comments, and authorize this item to be expedited to the November 19th Common Council meeting. Tax Key No. 650-8998-006. Motion carried unanimously.

8A. Special Use Permit for Holistic Home & Hospice, an existing home health care service, located at 8777 W. Forest Home Ave., submitted by Sahr Lebbie, d/b/a Holistic Home & Hospice. (Tax Key No. 615-9945-003)

8B. Site Plan Review for Holistic Home & Hospice, an existing home health care service, located at 8777 W. Forest Home Ave., submitted by Sahr Lebbie, d/b/a Holistic Home & Hospice. (Tax Key No. 615-9945-003)

Items 8A and 8B may be considered together.

Overview and Zoning

The applicant is proposing to occupy 3,770 sq. ft. of tenant space for a home health care services business within the multi-tenant commercial building at 8777 W. Forest Home Ave. The site is zoned C-1 Neighborhood Commercial District, which permits "Home Health Care Services" (NAICS code 621610) as a Special Use. Holistic Home & Hospice is a home health company based locally in southeast Wisconsin that provides services to patients in the comfort of their home. They work with a multidisciplinary team that includes doctors, nurses, social worker, chaplain, CNA, personal care workers and their administrative staff. Their speciality is in home care by providing personal and supportive care as well hospice by providing end of life care at the comfort of the client's home. This proposal requires a public hearing, which could be scheduled as early as December 17, 2019.

The business will employ six (6) people, two (2) are usually in the office and the other four (4) are usually traveling to employers' businesses or hospitals to conduct work. Hours of operation will be 8:30am – 5:00pm, Monday – Friday.

The business has been located in their current space since early 2017 but did not obtain a Certificate of Occupancy and was unaware their use required a Special Use Permit. The business has a number of expired building, plumbing, and electrical permits which were never finaled by the respective inspectors. Monument signage was also added without obtaining a sign permit.

Site & Landscaping Plan
A site and landscape plan was not submitted, but the site is subject to review when the Plan Commission and Common Council consider Special Use Permits. The site appears to be in fair condition. The proposed tenant requires thirteen (13) parking spaces and the entire multi-tenant commercial building center (6,570 sq. ft.) requires 22 off-street parking spaces (3.3/1,000 sq. ft.). Staff is unable to determine the number of existing off-street parking spaces provided due to lack of site plan or painted parking spaces onsite.

Other issues to be fixed/addressed prior to an occupancy permit being issued include:

1. Patching parking lot potholes and deteriorated asphalt
2. Removal of numerous dead/fallen trees along property perimeter
3. Lack of designated parking spaces
4. Lack of curb in the parking lot resulting in standing water in holes in lawn
5. Storage of materials in the rear of the building
6. Lack of landscaping consistant with requirements in the Zoning Code

Staff recommends a site plan and landscape plan be provided to the Community Development Division prior to holding a public hearing. If the site plan and landscape plan are not provided prior to the December 17th Common Council meeting, staff recommends a "No Occupancy" notice be placed on the business and the business cease operations until all outstanding items are resolved.

Recommendation: Recommend Common Council approval of the Special Use Permit and the Site Plan Review for Holistic Home & Hospice, an existing home health care service, located at 8777 W. Forest Home Ave., submitted by Sahr Lebbie, d/b/a Holistic Home & Hospice (Tax Key No. 615-9945-003), subject to Plan Commission comments, staff comments, and the following conditions:

(Items 1 through 5 are required to be satisfied prior to the issuance of a Certificate of Occupancy associated with the proposed work reviewed by the Plan Commission. Contractors applying for permits should be advised accordingly.)

1. A Site, Landscaping and Architectural Plan being submitted to the Community Development Division to show the following: (a) parking lot striping designating off-street parking spaces; (b) curbing added to all areas of parking lot and drive circle; and, (c) landscaping materials added to the site in compliance with the requirements of the Zoning Code. All work associated with the proposed project is to be completed prior to December 2020.

2. A letter from the applicant stating the following: (a) parking lot potholes have been patched and repaired; (b) deteriorated portion of the lawn has been repaired; (c) materials stored behind the building have been removed; and, (d) dead/fallen trees have been removed

3. Permits taken out to final/close the work completed under the expired building, electric, and plumbing permits.

4. A sign permit being applied for and approved by the Community Development Division.

5. Common Council approval of the Special Use Permit, following a public hearing.

Mr. Stern gave a presentation on this item.

No one was present to represent the item. Mr. Krenz stated he would like to see the construction work done prior to the occupancy being granted. Mayor Neitzke stated that in addition to holding the item over, prior to the public hearing the City Forester should enforce the tree issues and also Code Enforcement should begin their processes for any site violations. With other more costly items, such as adding curbing, the landlord needs to understand that he is responsible for these items. Items such as ADA parking compliance needs to be addressed immediately. It was noted it would have been preferable to hear from the owner at tonight’s meeting.

Discussion occurred to hold the item over, requiring a Site and Landscaping Plan upon its return to the Plan Commission.

Item held over. Applicant must submit a Site and Landscaping plan prior to coming before the Plan Commission for review again.

9A. Resolution to adopt a Land Use Map amendment to the 2008 City of Greenfield Comprehensive Plan for the properties located at 50 S. 124 St from Public Park & Open Space to Mixed Residential (Tax Key No. 611-8972-001) and for the properties located at 50** S. 124 St. from Single Family to Mixed Residential (Tax Key Nos. 611-8968-000 and 611-8967-000)**

9B. Ordinance to amend the official Greenfield Zoning Map by rezoning the properties located at 50 S. 124 St. from R-1 Single-Family Residential District to PUD Planned Unit Development – Residential (Tax Key Nos. 611-8972-001, 611-8968-000 and 611-8967-000)**

9C. Site, Landscaping and Architectural Plans for The Grove, a proposed multi-family apartment complex, to be located at 50 S. 124 St, submitted by James Heffernan, d/b/a DOMI Development, LLC. (Tax Key Nos. 611-8972-001, 611-8968-000 and 611-8967-000)**

Mayor Neitzke stated that the City was notified yesterday by Mr. Heffernan that he is requesting up to 60 days before he brings this item back to the Plan Commission. That places the City in a situation of having a listed agenda item and no plan to discuss the item. At the last Plan Commission the City requested of Mr. Heffernan that he reach out to the neighborhood, with that responsibility falling on him, not the City. At that time it was believed this item would be presented at tonight's meeting, with a Site and Landscaping plan being presented.

Mr. Heffernan has retained legal counsel on this matter and asked for up to a 60 day delay on the project. If this goes forward, it would require a public hearing before the Common Council, which is the properly noticed meeting where public input can be heard. Tonight's meeting is not one where the public has that option.

In attendance for this item were two individuals from New Berlin, approx. five from Hales Corners, and approx. 20 from Greenfield. None of the individuals present raised their hands in favor of the proposal, one person had mixed feelings, and the remainder were not in favor of the proposal.

Ald. Kastner stated he has received multiple emails against this proposal. All correspondence is incorporated into the official record of the Public Hearing.

Item held over.

10. Resolution to adopt a Land Use Map amendment to the 2008 City of Greenfield Comprehensive Plan for the properties located at 11940 W. Edgerton Ave., 120 W. Vogel Ave. and 120** W. Vogel Ave. from Single Family to Mixed Residential. (Tax Key Nos. 611-8964-000, 611-8965-001 and 611-8965-002)**

This item is on the agenda for formality purposes, regarding the GreatLife senior housing proposal. The State Statutes verbiage is a bit confusing, but requires that the Plan Commission approve a resolution for Comp Plan Amendments. Staff accidentally had an ordinance on the October Plan Commission agenda for this item rather than a resolution. This item is going before the Common Council for public hearing on December 17, 2019. Staff recommends approval of the Resolution.

Ms. Johnson noted that this item on tonight's agenda is merely a formality; as the Plan Commission recommended approval last month. State Statutes require adoption of a Resolution for Comp Plan Amendments, however, this item was listed as an Ordinance on the October Plan Commission agenda. It will now have a Public Hearing scheduled at the December 17th Common Council meeting to *adopt* a Resolution stating *approval* of the Ordinance.

Motion by Ald. Kastner, seconded by Ms. Collins, to recommend approval of a Resolution to adopt a Land Use Map amendment to the 2008 City of Greenfield Comprehensive Plan for the properties located at 11940 W. Edgerton Ave., 120 W. Vogel Ave. and 120** W. Vogel Ave. from Single Family to Mixed Residential. (Tax Key Nos. 611-8964-000, 611-8965-001 and 611-8965-002). Motion carried unanimously.**

11. Community Development Manager Report

Ms. Johnson sated that the City is in the process of its 10 year update of the City's Comprehensive Land Use Plan and is asking for the Plan Commission's comments/input to the future land use map. Any feedback will be reviewed at next month's Plan Commission meeting.

12. Adjournment.

Motion by Mr. Carlson, seconded by Mr. Krenz, to adjourn the meeting at 6:34 p.m. Motion carried unanimously.

Respectfully submitted,

Alison J. Meyer
Administrative Assistant

Distributed November 18, 2019