

PLAN COMMISSION STAFF REPORT

Tuesday, December 10, 2019 – 6:00 p.m.

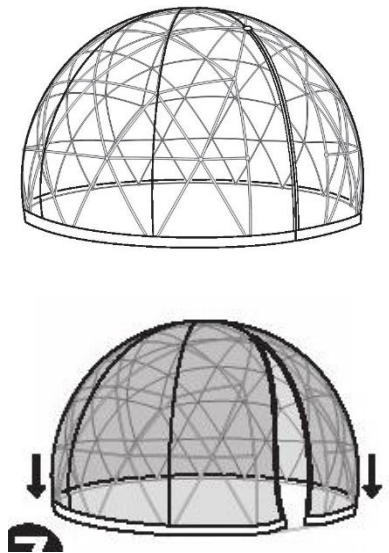
1. Roll Call
2. Approval of the minutes from the November 12, 2019 meeting.
3. Discussion regarding last Common Council meetings.
4. Temporary Structure Permit for a garden igloo to be located at The Brass Tap, an existing business located at 7808 W. Layton Ave., submitted by Nick Marking, d/b/a The Brass Tap. (Tax Key No. 605-9956-005)

The Brass Tap is proposing to install a temporary tent, in the shape of an igloo, on their front patio area during the winter months. The igloo would house customers who wish to enjoy drinks and food through a



winter experience, protected from the weather elements. The igloo would be 12 feet in diameter and 7 feet at its highest center peak. Smoking would not be permitted in the igloo.

The proposed timeframe for the outdoor structure is December 19, 2019 – February 29, 2020. The proposed hours of operation are Thursday – Saturday, 5:00 – 10:30pm.



The proposed igloo tent must meet all building code regulations prior to installation, if approved by the Plan Commission.

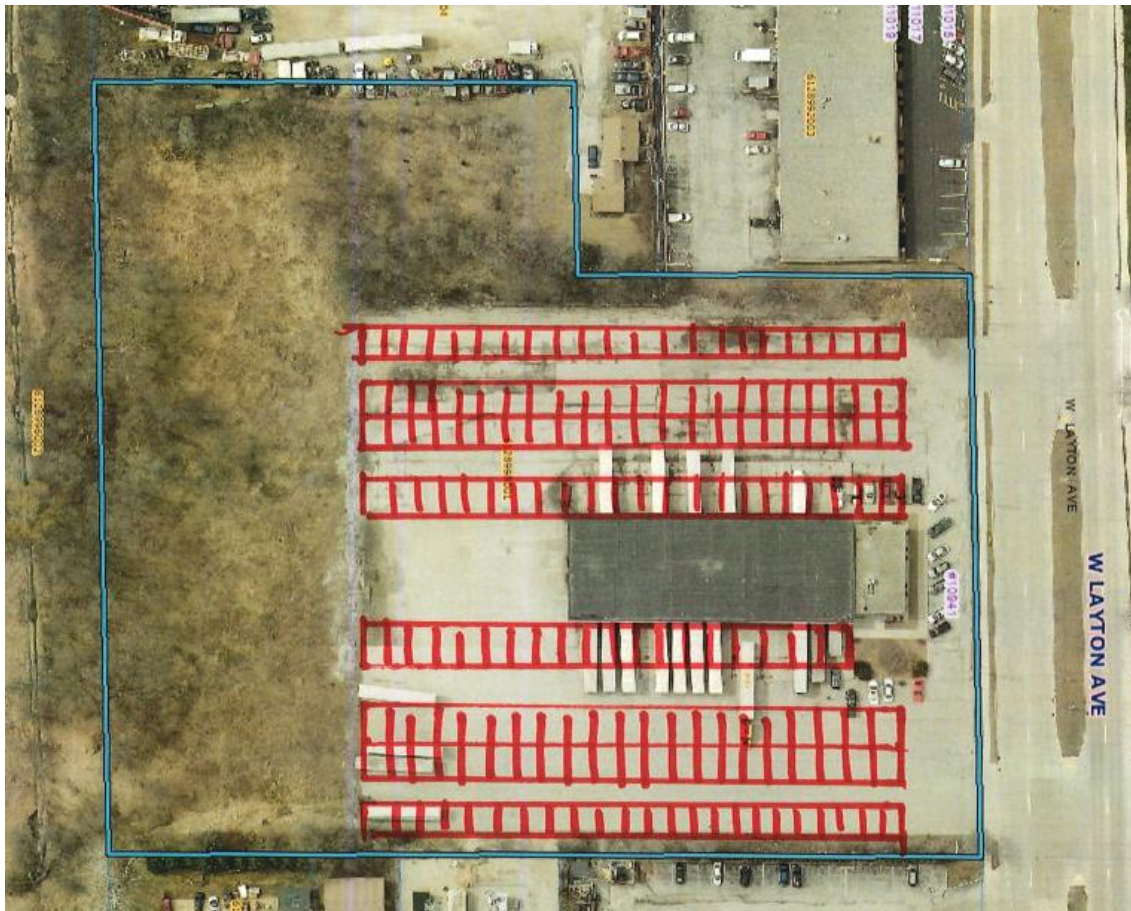
Recommendation: Approve the Temporary Structure Permit for a garden igloo to be located at The Brass Tap, an existing business located at 7808 W. Layton Ave., submitted by Nick Marking, d/b/a The Brass Tap (Tax Key No. 605-9956-005), subject to a building permit being applied for and issued prior to installation.

5. Temporary Use Permit for the parking of Schlossmann Honda City vehicles at 10941 W. Layton Ave., submitted by Scott Kinkade d/b/a Schlossmann Honda City, and Bradley Schlossmann, d/b/a Schlossmann Honda City. (Tax Key No. 612-8998-001)

In January 2019, the Common Council approved an extension of the Temporary Use Permit, allowing Schlossmann Honda City to park new Honda inventory vehicles at the vacant lot located at 3200 S. 103 St., which would expire on March 31, 2019.

Schlossmann Honda City is requesting permission to relocate their offsite parking from the previously approved location to the parcel formerly occupied by LME truck terminal at 10941 W. Layton Ave. The owner of that parcel has reached an agreement with Schlossmann Honda City for a 12-month lease period commencing on January 1, 2020. The lease will have a 90-day termination option if the property is sold. The property owner indicated he will repair the parking lot with cold patch if the temporary use is approved.

A site visit revealed very poor site conditions, including severely deteriorated asphalt and concrete, unpaved portions of the lot, dead trees along the property line, and a failing large retaining wall. The parking lot conditions appear to be deteriorated beyond what can be remedied using cold patch. Additionally, the proposed site plan indicates cars would be parked on the east and west sides directly adjacent to the building going





as far as the rear of the parking lot. This would inhibit the Fire Department from accessing the building and from having clear drive lanes to access the entire lot.

The rough site plan identifies parking for 172 vehicles. This plan is not to scale, and there is probably room for even more than 172 vehicles. Staff does not feel that a long-term “temporary use” of in upwards of 200 vehicles parked on a very visible site across the street from a residential neighborhood, on a well-traveled road (W. Layton Ave.), for a minimum of 12 months, is a conducive use to the neighborhood.

Recommendation: Due to the poor site conditions and concerns addressed above, staff is not recommending approval of the temporary use permit for the parking of Schlossmann Honda City vehicles at 10941 W. Layton Ave. If Plan Commission approves the temporary use, staff recommends the following conditions be satisfied prior to commencement of the temporary use:

1. Paving/repaving all deteriorated and/or unpaved areas of the parking lot, including all of the area south and west of the building.

2. Replacement of the deteriorated retaining wall along the western portion of the property.
3. Removal of any dead or dying trees along the perimeter of the parking lot.

- 6A. **Special Use Review for expanded operating hours for Healthy Paws Wellness Clinic, an existing business located at 4805 S. 74 St, Suite C., submitted by Denise Fortier, d/b/a Healthy Paws Wellness Clinic, LLC. (Tax Key No. 617-9983-014)**
- 6B. **Site Plan Review for Healthy Paws Wellness Clinic, an existing business located at 4805 S. 74 St, Suite C., submitted by Denise Fortier, d/b/a Healthy Paws Wellness Clinic, LLC. (Tax Key No. 617-9983-014)**

Items 6A and 6B may be considered together.

Overview and Zoning

The applicant, Dr. Denise Fortier, is proposing an expansion of the hours of operation for Healthy Paws Wellness Clinic, an existing business located at 4805 S. 74 St. The property is zoned C-4, which allows “Veterinary Services” as a special use. The veterinary clinic was approved for a Special Use Permit in 2015 with the approved hours of operation of 8 a.m. – 8 p.m., Monday to Sunday. Dr. Fortier proposes increasing the hours of operation for the veterinary clinic to 7 a.m. – 9 p.m., seven days per week. The clinic is a daytime care facility and no animals would be housed overnight. No changes would be made to the services provided by the clinic. The applicant has spoken with neighbors regarding expanded hours and they have not expressed any concerns.



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 and staff has no concerns with existing conditions.



Recommendation: Recommend Common Council approval of the Special Use Review and the Site Plan Review for Healthy Paws Wellness Clinic, an existing business located at 4805 S. 74 St, Suite C., submitted by Denise Fortier, d/b/a Healthy Paws Wellness Clinic, LLC. (Tax Key No. 617-9983-014)

7. Conceptual Plan for BioLife Plasma Services, a proposed plasma collection center, to be located at 7801 W. Layton Ave., submitted by Eric Drazkowski, d/b/a Excel Engineering Inc., and Ben Westra, d/b/a JCW Development, LLC. (Tax Key No. 616-8993-000)

BioLife Plasma Services is proposing to purchase the former Golf Galaxy property and make some building and site improvements to accommodate their business needs. The property is zoned C-4 Regional Business District and the proposed plasma donation center is a permitted use in this district.



The facility will provide 60 donation beds and at full staff level there will be an anticipated 50-60 employees at this facility. The facility is typically operated Monday through Saturday from 6:00 AM to 8:00 PM and Sundays from 8:00 AM to 5:00 PM. At a maximum, there will be 30 employees in the building at one time. This represents shift overlap and accounts for maximum donor capacity. This is expected for a few hours a day when shifts overlap and donor capacity is at maximum. Donors are typically at the facility for one (1) hour. This should be considered unlikely and “worst-case.” Deliveries to the facility will take place 1-2 times per week and will be to the current loading area in the rear (south) of the building.

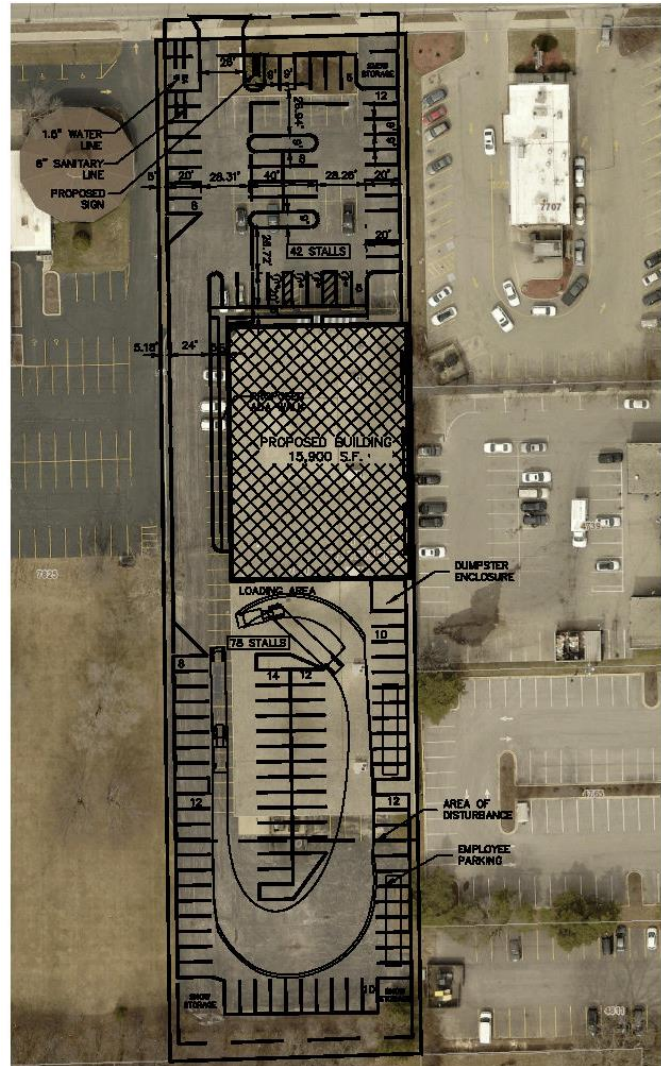


Proposed site improvements include removal of the south half of the existing vacant building (current building size is slightly more than 30,000 sq. ft., and will be reduced to 15,900 sq. ft.), façade improvements, general parking lot improvements (increased landscaping), and interior remodel.

The existing pavement on site will be resurfaced and striped to meet the parking demands of the future owner. The lot will be rearranged to provide maneuvering area for full-size semi deliveries. The eastern parking lot drive entrance to W. Layton Ave. will be eliminated, per the request of City staff, and the western driveway entrance will be shifted a bit east. Parking space layout has been maximized to achieve as many stalls as possible to try and meet the visitor parking demand. Pedestrian walkway access will be provided along the west building wall to allow donors and employees a safe route to the front of the building at the main entrance on the north side.

Impervious area will be reduced with the proposed site improvements. Existing utilities are expected to be used, with the exception of the water service. The water service will be upgraded to provide fire protection to the building. Traffic patterns on the surrounding streets are expected to remain the same. Landscaping will be updated along the street side with the addition of landscape islands and foundation plantings shown in the concept site plan—landscaping details will be required as part of the formal landscape plan submittal. A four-sided board-on-board refuse enclosure with a personnel door will need to be incorporated into the forthcoming formal site and landscaping plans.

Architecturally, the applicant is proposing a new front façade, constructed of a split face block at the bottom, windows (window details need to be provided—staff recommends aluminum storefront glazing, not spandrel glass windows), Nichiha panels above the building entrance and windows, and brick vertical columns. Staff recommends that the western brick column extend up to the roofline, to be symmetrical with the eastern brick column, also reducing the amount of Nichiha panels. A new metal awning canopy will be constructed above the front entrance. Detailed façade drawings for all four (4) building elevations will need to be supplied with a formal site, landscaping and architectural review application.



Proposed Finishes: Split Face at the Bottom, Brick and Nichiha panels above the block with a 4' wrap around the sides. The balance of the building to remain with new paint.



onyx|creative

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RENDERING
BOLIFE • FREESTANDING PROTOTYPE • 11.10.2019

The initial concept plan identified the front (north) half of the building being demolished, keeping the back half intact. Staff expressed concern with such a large building setback from W. Layton Ave., not in line with surrounding buildings nor good planning practice. The applicant worked with staff and flipped the demolished portion of the building. Staff is satisfied with the proposed new building layout and general site improvements (including recommended comments/improvements in the paragraphs above) and recommends that the applicant proceed with final site, landscaping and architectural plans for Plan Commission review.

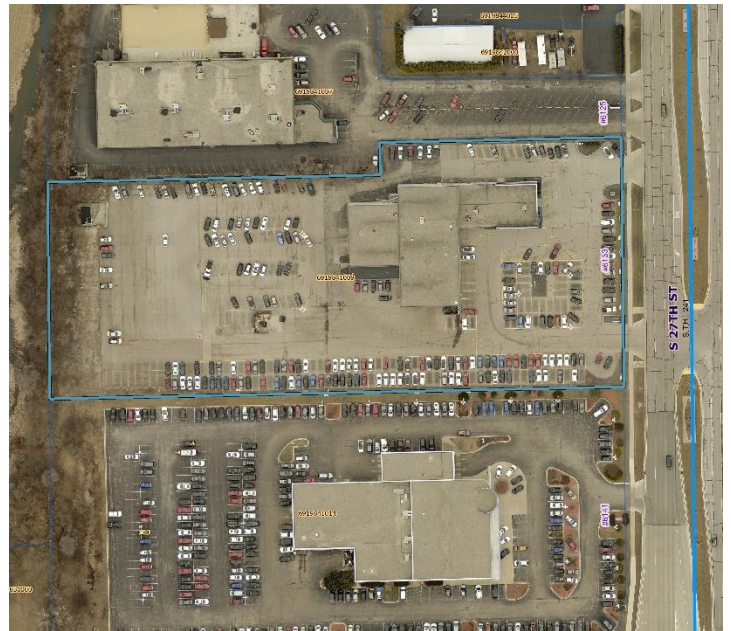
- 8A. Special Use Review for US Cellular to upgrade equipment and replace antennas at the telecommunications tower at Hyundai Greenfield, 6133 S. 27 St. , submitted by Lori Kopecky, d/b/a United States Cellular Operating Company, LLC. (Tax Key No. 691-9841-009)**

- 8B. Site and Architectural Plans for US Cellular to upgrade equipment and replace antennas at the telecommunications tower at Hyundai Greenfield, 6133 S. 27 St., submitted by Lori Kopecky, d/b/a United States Cellular Operating Company, LLC. (Tax Key No. 691-9841-009)**

Items 8A and 8B may be considered together.

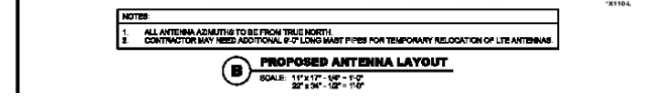
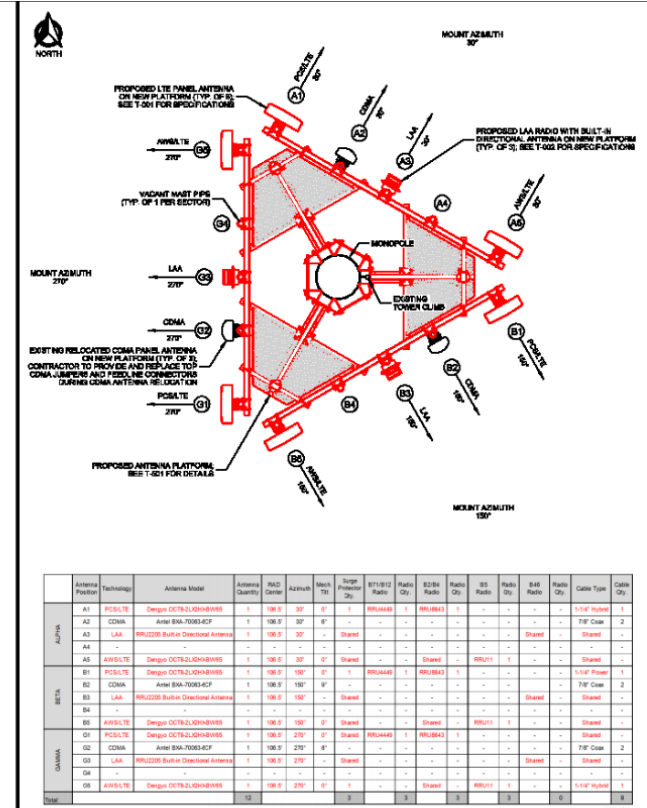
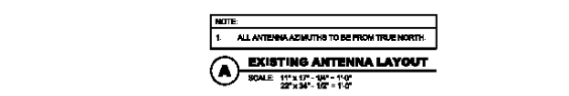
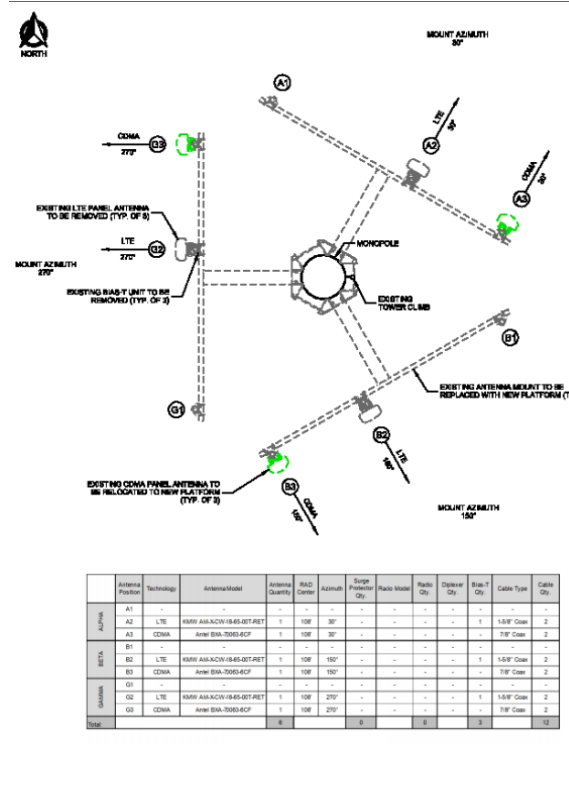
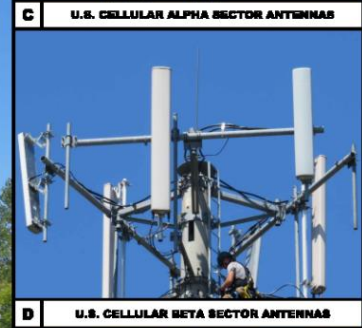
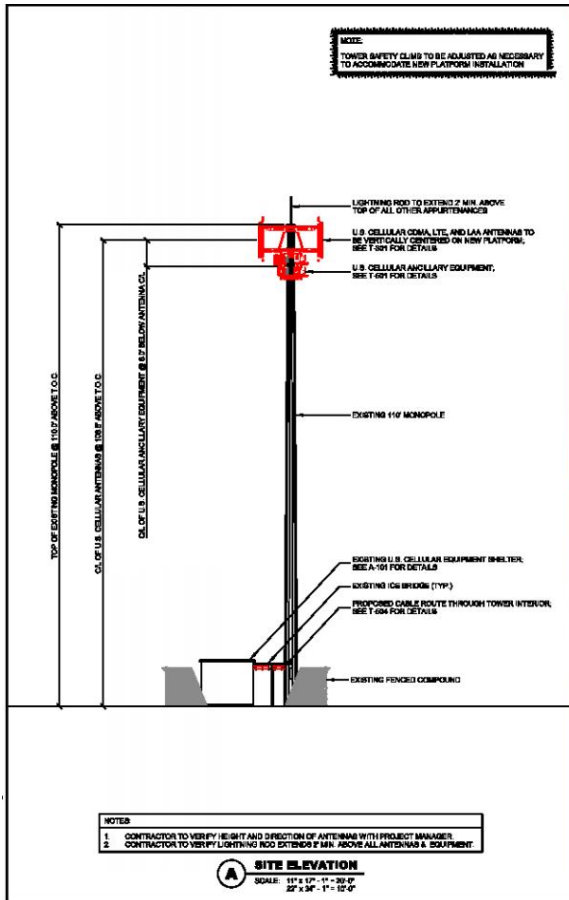
Overview and Zoning

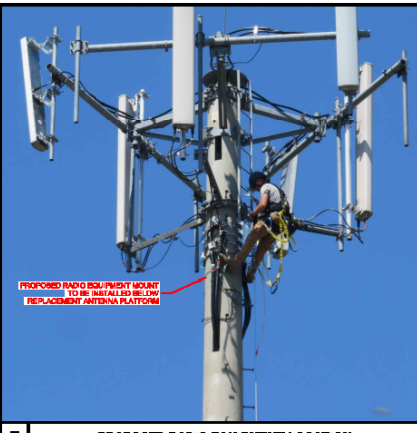
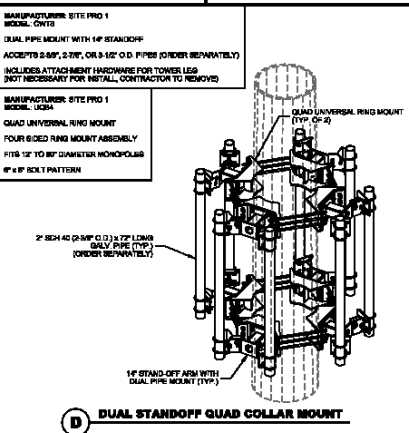
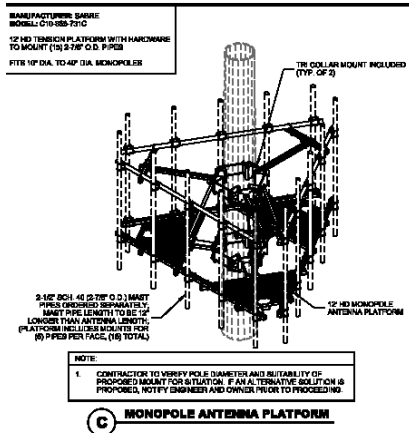
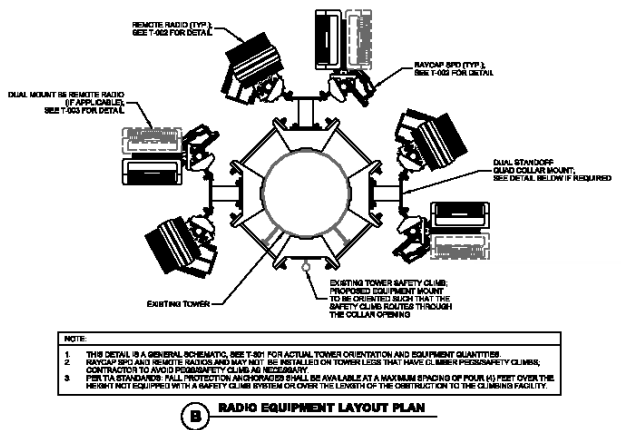
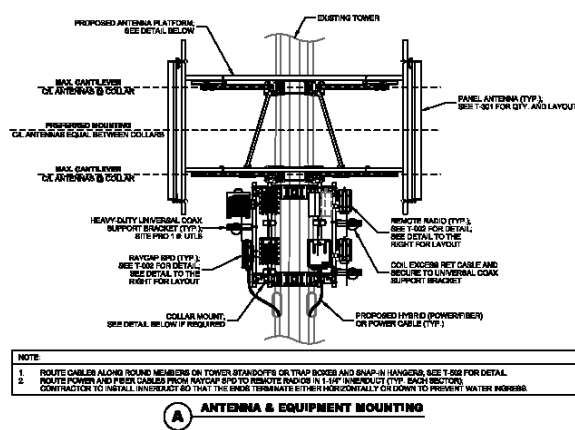
US Cellular is proposing to replace three (3) antennas with six (6) 5G antennas and twelve (12) radio remote units (RRU) on the existing 110' monopole telecommunications tower at Hyundai Greenfield, located at 6133 S. 27 St. Associated equipment will be upgraded within the existing building within the compound. All electrical work is low voltage and is performed by the general contractor. The ground space/ground equipment will remain the same and no change to the height of the tower. The property is zoned PUD Planned Unit Development, which permits Commercial Communication Towers as a Special Use.



Site and Architectural Plans

One (1) 110' tall telecommunications tower and equipment building are located within a fenced compound behind the parking lot of Hyundai Greenfield. The proposed scope of work includes US Cellular replacement of three (3) antennas with six (6) 5G antennas and twelve (12) radio remote units (RRU) on the existing tower. The antennas will be installed on an existing mount at the 106.5' height and the new RRUs will be installed on a new mount at the 100.5' height. The new antennas and RRUs will require new coax cable. Within the US Cellular equipment enclosure, new equipment is proposed within the existing equipment rack. A structural analysis report was completed by Semaan Engineering Solutions in October 2019, concluding the structure meets the requirements per applicable codes and the tower and foundation can support the equipment proposed.





A site plan was not submitted, but the site is subject to review when the Plan Commission and Common Council consider Special Use Reviews. Staff did not have any concerns with the existing conditions. Staff recommends that this item be expedited to the December 17, 2019 Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Review and the Site and Architectural Plans for US Cellular to upgrade equipment and replace antennas at the telecommunications tower at Hyundai Greenfield, 6133 S. 27 St., submitted by Lori Kopecky, d/b/a United States Cellular Operating Company, LLC. (Tax Key No. 691-9841-009)

9. **Site and Architectural Plans for Verizon Wireless for construction of an equipment enclosure within the telecommunications compound at Bill's Auto Service, 4737 S. 108th Street , submitted by Thomas Lang, d/b/a Insite, Inc. (Tax Key No. 612-8997-006)**

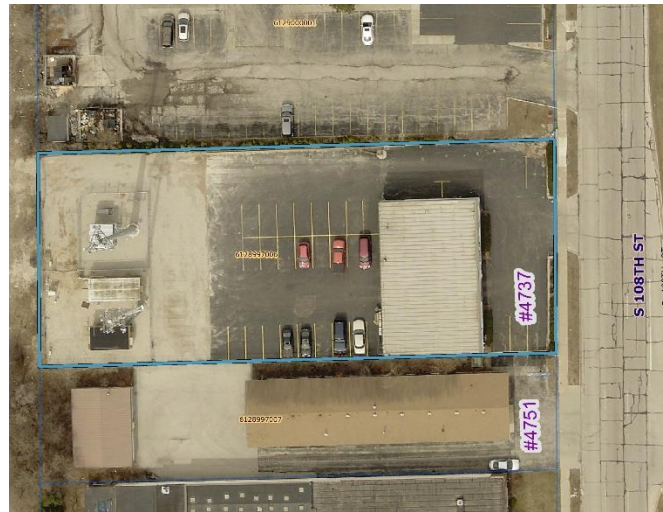
Overview and Zoning

Verizon Wireless seeks to relocate its previously approved shelter location to another location within the leased compound space at Bill's Auto Tech, located at 4737 S. 108 St. The property is zoned C-4 Regional Business District, which permits Commercial

Communication Towers as a Special Use. The Special Use Permit was approved in January 2016 for the telecommunications tower.

Site and Architectural Plans

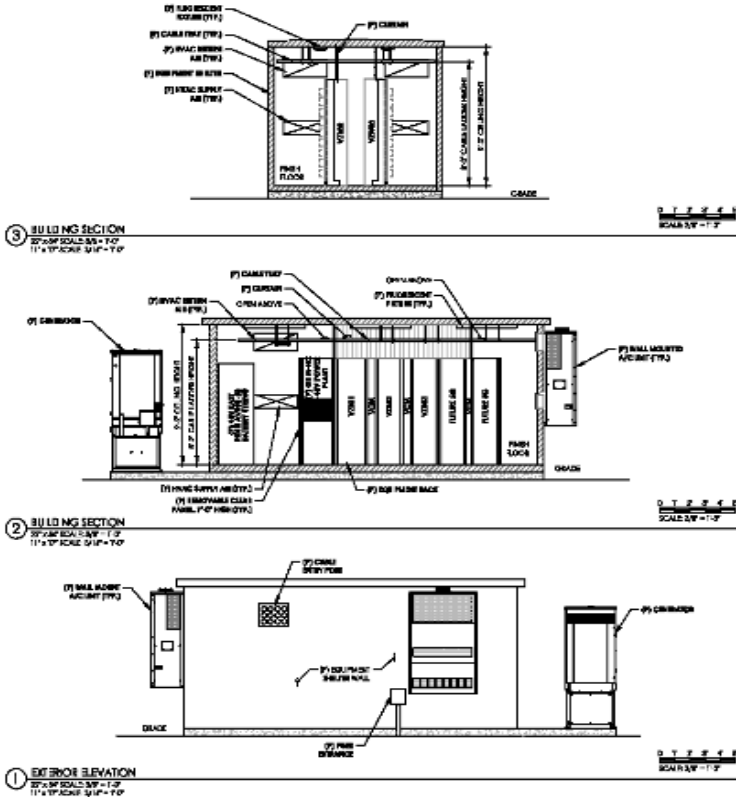
Two (2) telecommunications towers are located within a gravel lot behind the parking lot of Bill's Auto Tech. The southern monopole is 100' tall and is enclosed in a chain-link fence enclosure with two equipment enclosures. No changes are proposed for this tower.



The northern monopole is 120' tall and is also enclosed in a chain-link fence enclosure. During the Special Use Permit approval, Verizon

Wireless was approved for a 12' x 25' equipment shelter but instead installed its equipment in outdoor rated cabinets on equipment platforms. Due to changing equipment needs to improve functionality, Verizon Wireless seeks to install equipment in a climate controlled environment which requires the installation of a smaller 11'6" x 22' equipment shelter on the opposite side of the existing compound. Placement on the other side of the leased compound avoids any potential access problems near the entry gate to the shelter and efficient access to utilities. Verizon also seeks to increase the size of the compound by moving the fence to the east within the existing leased area. The existing approved lease space is 41' x 58' but the current fenced area is only 41' x 38'11", therefore the proposal includes a fence push 19'1" to the east. The fence is to exactly match and continue the existing fence on site. Staff has no concerns with the proposed changes to the existing telecommunications compound.





CURRENT

VIEW #1 LOOKING EAST
FROM 3405 6TH AVE. SOUTH



PROPOSED

TIM BRADLEY IMAGING

Recommendation: Recommend Common Council approval of the Site and Architectural Plans for Verizon Wireless for construction of an equipment enclosure within the telecommunications compound at Bill’s Auto Service, 4737 S. 108th Street , submitted by Thomas Lang, d/b/a Insite, Inc. (Tax Key No. 612-8997-006)

- 10A. **Special Use Permit for Lou Malnati’s, a proposed limited-service restaurant to be located at 4751 S. 76 St., submitted by Sasha Milosavljevich, d/b/a Marnat Inc., LLC. (Tax Key No. 616-8996-001)**

10B. Site Plan Review for Lou Malnati's, a proposed limited-service restaurant to be located at 4751 S. 76 St., submitted by Sasha Milosavljevich, d/b/a Marnat Inc., LLC. (Tax Key No. 616-8996-001)

Items 10A and 10B may be considered together.

Lou Malnati's is proposing to open their second Wisconsin restaurant in the southern-most tenant space of the multi-tenant commercial building where Starbucks, AT&T and Athletico are located at 76th & Layton. The tenant space is approximately 2,000 sq. ft. in area. The proposed restaurant will offer carry-out services only—there will not be restaurant seating in the tenant space.



Lou Malnati's is known for the Chicago-style deep dish pizza. The carry-out store will offer food and non-alcoholic beverages. They anticipate there being about nine (9) employees and approximately 5-10 customers/guests at any one time. Lou Malnati's has 56 locations in the Chicagoland area and one opening soon in Fox Point, WI. Proposed hours of operation are:

Monday – Thursday: 4pm – 10pm
Friday – Saturday: 11am – 11pm
Sunday: 11am – 9pm

The property is zoned C-4 Regional Business District, which permits limited-service restaurants as a Special Use. A public hearing is required for the new Special Use Permit application, which can be scheduled as early as January 15, 2020.



The site is in fairly good condition. Some small maintenance issues should be addressed, such as painting the rusting light poles in the parking lot, removal of large metal objects that are located within landscape beds, and replacement of dead trees within landscape beds. Staff requests that a comprehensive parking analysis be provided by the end of December, inventorying required spaces for all uses on the site vs. provided parking spaces. This analysis is required as part of the Special Use Permit.



Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for Lou Malnati's, a proposed limited-service restaurant to be located at 4751 S. 76 St., submitted by Sasha Milosavljevich, d/b/a Marnat Inc., LLC (Tax Key No. 616-8996-001) subject to Plan Commission comments, staff comments, and the following conditions:

(Items 1 and 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. A Site Plan being submitted to the Community Development Division to show the following: (1) required vs. provided parking calculations for all uses on site; (2) all light poles on the property being repainted; (3) removal of metal objects in landscaping beds in the back of the property; and, (4) replacement of all dead trees by June 2020.
2. Common Council approval of the Special Use Permit following a public hearing.

11A. 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)

11B. 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 11A and 11B 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 January 21, 2020.



The business employs thirteen (13) administrative/office staff in the building and one hundred fifty (150) field employees. They have an estimated twenty (20) guest visitors monthly. Hours of operation will be 8:00am – 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 finalized by the respective inspectors. Monument signage was had also added without obtaining a sign permit but a sign permit was recently issued.





Site & Landscaping Plan

A site and landscape plan was not submitted but will be provided to staff prior to the Plan Commission meeting. 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 consistent with requirements in the Zoning Code

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 drive circle and new ADA compliant parking areas; 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. Common Council approval of the Special Use Permit, following a public hearing.
- 12A. Special Use Review for Don Cangrejo Cantina & Restaurant, a proposed change of tenancy for the existing restaurant located at 4171 S. 76 St., submitted by Maricela Cuevas, d/b/a Don Cangrejo Cantina & Restaurant, LLC. (Tax Key No. 570-8957-000)**
- 12B. Site Plan Review for Don Cangrejo Cantina & Restaurant, a proposed change of tenancy for the existing restaurant located at 4171 S. 76 St., submitted by Maricela Cuevas, d/b/a Don Cangrejo Cantina & Restaurant, LLC. (Tax Key No. 570-8957-000)**

Items 12A and 12B may be considered together.

Overview and Zoning

This property came before the Plan Commission in December 2018 for Special Use Review of a new tenant/owner, which opened as El Chivolin Restaurant. A new tenant is



proposing to open a restaurant under a new name: Don Cangrejo Cantina & Restaurant, offering the same menu. The lease term will expire November 2022. Proposed hours of

operation are 11:00am – 10:00pm (kitchen hours), Monday – Sunday. The applicant is requesting to keep the bar open until 2:00am. The previous tenant’s hours were limited to 12:00am (midnight), and staff recommends the same for the new proposed tenant.

Given the Plan Commission and Common Council’s approval of the former El Chivolin Restaurant in December 2018, staff does not constitute the proposed Don Cangrejo Cantina & Restaurant as a major change and recommends that the need for a public hearing be waived.

Site Plan

A site and landscaping plan was not submitted, but the site is in good condition. Staff noticed some stone veneer building materials had fallen off the corners of the buildings and requests that the applicant submit a letter by January 31, 2020, that the dilapidated building materials had been replaced and reapplied to the façade.



Off-street parking required per code = 45 (15 stalls/1,000 sq. ft.)

TOTAL off-street parking provided (based off of aerial photo) = 43

Recommendation: Recommend Common Council approval of the Special Use Review and the Site Plan Review for Don Cangrejo Cantina & Restaurant, a proposed change of tenancy for the existing restaurant located at 4171 S. 76 St., submitted by Maricela Cuevas, d/b/a Don Cangrejo Cantina & Restaurant, LLC (Tax Key No. 570-8957-000), subject to Plan Commission comments, staff comments, and the following conditions: a letter being submitted to the Community Development Division by January 31, 2020, that the dilapidated building materials have been replaced and reapplied to the façade.

13. Discussion regarding the State-mandated Housing Affordability Report and the Housing Fee Report.

Draft reports to be distributed prior to the meeting and discussed at the Plan Commission meeting.

14. Discussion regarding the proposed updated City of Greenfield Land Use Map.

To be discussed at the Plan Commission meeting in a workshop format.

15. Community Development Manager Report

16. Adjournment.