MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE GREENFIELD CITY HALL ON TUESDAY, MARCH 10, 2020

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	Excused
	Mr. Brian Weis	Present
	Ms. Denise Collins	Present
	Ms. Christine Hallen	Present
	Mr. Steve Rogers	Excused
	Mr. Don Carlson	Present
	Mr. Michael Braswell (alt.)	Present
	Mr. Robert Krenz (alt.)	Present

ALSO PRESENT: Kristi Porter – Community Development Manager

2. Approval of the minutes from the February 11, 2020 meeting.

Motion by Ms. Hallen, seconded by Ms. Collins, to approve the February 11, 2020 Regular Meeting minutes. Motion carried unanimously, with Mr. Carlson abstaining.

3. Discussion regarding the previous Common Council meeting(s).
Public hearings were held and approved as presented on the following:
A rehabilitation hospital (3200 S. 103), Bargain Thrift Mart (4450 S. 108), and Holistic Home & Hospice (8777 W. Forest Home).

6. Certified Survey Map to divide an existing parcel located at 10500 W. Carpenter Ave., submitted by Curtis L. Conrad, agent for Lloyd C. & Audrey M. Conrad Family Trust. (Tax Key No. 613-8994-001)

The owners of the property located on a cul-de-sac at 10500 W. Carpenter Ave., south of I-43, are proposing to divide the existing 3.11-acre single-family parcel to create a total of three (3) single-family lots. The property currently has a single-family house and garage. The property is zoned R-1 Single-Family Residential District and the

Comprehensive Land Use Map identifies this parcel as being single family. The proposed lots all meet the size and setback requirements in the Zoning Code.

Lot 1 will be 1.01 acres.
Lot 2 will be 1.15 acres.
Lot 3 will be 1.39 acres.

The Engineering Division staff may have additional comments for the surveyor following review. All edits will be completed prior to recording of the CSM. Staff recommends that this item be expedited to the March 17 Common Council meeting. The property owner will be required to pay the City's impact fee of $3,612 ($1,806 per new dwelling unit) prior to recording of the CSM.

Recommendation: Recommend Common Council approval of the Certified Survey Map to divide an existing parcel located at 10500 W. Carpenter Ave., submitted by Curtis L. Conrad, agent for Lloyd C. & Audrey M. Conrad Family Trust. (Tax Key No. 613-8994-001), subject to Plan Commission comments, staff comments, and the following conditions:

(Items 1 through 3 are required to be satisfied prior to the recording of the Certified Survey Map.)

1. A revised Certified Survey Map being submitted to the Engineering Division, if applicable.

2. Payment of the City's impact fee of $1,806.00 per new dwelling unit prior to recording of the CSM.

2. A $30.00 fee payable to City of Greenfield for the recording fee.

Motion by Mr. Carlson, seconded by Mr. Weis, to recommend approval of a Certified Survey Map to divide an existing parcel located at 10500 W. Carpenter Avenue, subject to Plan Commission and staff comments, and authorize this item to be expedited to the March 17th Common Council meeting. Tax Key No. 613-8994-001. Motion carried unanimously.

4. Site and Architectural Plans for construction of a parking slab at 6944 W. Forest Home Ave., submitted by Troy Poppe, d/b/a TQ Investments, LLC. (Tax Key No. 571-8977-001)

Overview and Zoning
The applicant, Mr. Poppe, is proposing adding an asphalt parking slab and wood fence to the front of the commercial property located at 6944 W. Forest Home Ave. The 0.28 acre parcel is zoned C-1 Neighborhood Commercial District. An electric contractor business is currently operating out of the property without a Certificate of Occupancy. This use is not permitted in the C-1 zoning district. Staff is working with the applicant to relocate the business operating out of the property.

Site and Architectural Plans
The applicant seeks to add an asphalt off-street parking slab to make the property more useable for potential tenants and clients. Exterior site improvements include the addition of a 24' x 36' parking slab at the front of the building connecting the driveway and sidewalk to the front entrance. New curb would be added to the western portion of the slab to prevent vehicles from parking on the grass. A proposed 36' long wooden fence would be installed along the western property line to screen headlights from the

neighboring residential property. The applicant proposes adding new landscaping is adjacent to the southern portion of the slab to screen the parking slab from the right of way although no formal landscape plan or plant species count has been received by staff.

Staff did not have any concerns with the condition of the site.

Recommendation: Without having an approved user for the property, staff cannot determine the amount of parking required onsite. Therefore, staff does not have a recommendation to provide at this time. If Plan Commission recommends approval of the site and architectural plans, staff recommends the following conditions be satisfied prior to release of permits associated with the project:

1. Revised site plan with parking lot striping, including applicable ADA-compliant spaces, consistent with requirements in the Zoning Code.

2. A landscape plan submitted to Community Development Division with landscaping species and quantities, to be approved by the City Forester.

Troy Poppe was present to answer questions. He spoke on how the restrictions of the zoning prevent him from the use he intended. This additional parking would aid in being able to market the property to an approved user within this zoning, however there is no specific user interested in this property at this time. Discussion occurred on how this is difficult to make a call on as the City has no idea at this time as to what type of future user may be going into the space.

It was determined that while the Plan Commission gave this item consideration and conceptually has no objection to the additional parking, any future potential user would need to submit final plans to the Community Development Division for final approval.

The Plan Commission unanimously agreed to approve the concept of the construction of a parking slab at 6944 W. Forest Home Avenue pending an approved permitted use and Occupancy Permit for the property.

5. Site, Landscaping, and Architectural Plans 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)

Overview and Zoning
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.

Site and Landscaping Plans
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 16,850 sq. ft.) and general parking lot improvements.

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. Landscaping will be updated along the street side, new landscape islands will be constructed in the front and rear parking lots, and foundation plantings will be added along the front and western side of the building. A four-sided split face block refuse enclosure with a personnel door will be constructed in the rear of the building. The existing wood fence along the south property line will be removed, as it is in poor condition, and replaced with a new six-foot board-on-board wood fence. All landscaping species/quantity changes recommended by the City Forester will be provided to the architect/engineer.

Lighting Plans
The applicant is proposing to remove all site lighting and replace with new (and more) light poles. There will be a total of eight (8) new LED light poles in the rear parking lot and six (6) LED poles in the front parking lot. The building design will also incorporate 11 architectural wall sconces. A full photometric plan has been submitted. There are no residential uses that abut this property.

Architectural Plans
Architecturally, the applicant is proposing a different façade than what was first presented in December 2019. It has been communicated that the December façade is a template for new construction projects, and this is a retrofit. Staff has worked with the applicant and architect on modifications to the newly-proposed façade. Staff recommends further improvements, which will likely be discussed at the Plan Commission meeting.

The proposed front façade removes the triangle-shaped parapet wall entrance to the former Golf Galaxy store and incorporates a flattened horizontal parapet wall entrance. The existing EIFS building will undergo a new front façade look with thin-set brick veneer at the base, the addition of operable aluminum storefront windows and some spandrel

glass windows, a new aluminum storefront building entrance door, prefinished metal coping at the roofline, and painted scored EIFS on the top half of the building. There are four (4) narrow vertical columns of brick veneer stretching from the base of the building to the roofline, two (2) located at the corners of the front façade and two (2) forming the sides of the parapet wall. The front will also include a louvered metal canopy above the entrance door.

The western building façade, along the drive to the back of the building, incorporates the addition of seven (7) aluminum storefront windows. The rest of the façade will remain EIFS and will be painted and scored on the top half of the building elevation.

The proposal for the rear (south) and east building elevations is to simply paint the CMU one consistent beige color.

Staff asked the applicant to consider modifications to add horizontal variety to break up monotony, some sort of depth variation along the front entrance, color variations in the painting of large/expansive walls, different materials for the backdrop of the sign, etc. Below are some pictures of retrofit projects that included a variety of colors, materials, angles, etc. that were provided to the applicant as examples.

Staff recommends, at a minimum, the following architectural modifications:

1. Addition of concrete cast window sills for architectural articulation.
2. A variety of brick colors to add horizontal variation in the brick veneer.
3. The addition of vertical columns of brick veneer along the front façade.
4. Fully-operating canopies (not louvered—a louvered canopy does not protect people from the weather elements) with awning cables at the front building entrance, above the rear service door and above the side service door.
5. A smaller amount of EIFS used along the front façade parapet wall portion, behind the wall sign.
6. Full use of brick veneer along the angled wall that connects the north and western facades.
7. The addition of a concrete cast sill (if structurally capable) along the entire west wall façade differentiating the base from the middle, where the paint color changes from EIFS-3 to EIFS4.
8. The use of a variety of paint colors along the back south wall.

Recommendation: Recommend approval of the Site, Landscaping, and Architectural Plans 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), subject to Plan Commission comments, staff comments, and the following conditions:

(Items 1 through 4 are required to be satisfied prior to the issuance of building permits associated with the proposed project reviewed by the Plan Commission.)

1. Revised Site, Landscaping and Architectural Plans being submitted to the Community Development Division to show the following: (a) landscaping species and quantity modifications at the request of the City Forester, if

applicable; (b) the addition of concrete cast window sills for architectural articulation (c) a variety of brick colors to add horizontal variation in the brick veneer; (d) the addition of vertical columns of brick veneer along the front façade; (e) fully-operating canopies with awning cables at the front building entrance, above the rear service door and above the side service door; (f) a smaller amount of EIFS used along the front façade parapet wall portion, behind the wall sign; (g) full use of brick veneer along the angled wall that connects the north and western facades; (h) the addition of a concrete cast sill (if structurally capable) along the entire west wall façade differentiating the base from the middle, where the paint color changes from EIFS-3 to EIFS4; (i) the use of a variety of paint colors along the back south wall; (j) detailed cut-sheet of decorative light fixture at front building entrance; and, (k) detailed elevation of new board-on-board fence along south property line.

2. An estimated cost of landscaping and screening being submitted to the Community Development Division for approval.

3. A letter of credit or other form of security as required under 21.06.0304 of the Municipal Code in the amount of 125% of the estimated cost of landscaping and screening.

4. Revised Civil Plans being submitted to the Engineering Division for review, if necessary based on review/comments.

Jeff Tarris, d/b/a JCW Development, LLC and Devin Winter, d/b/a Excel Engineering Inc., were present to answer questions. Mr. Tarris spoke on the changes they'd made to their architectural plans since they first appeared before the Plan Commission in December.

The City is looking for more dimensional elements than are shown on the design that is being presented. This can be achieved with various materials at various price points. A comparison of BioLife Plasma's facility in Bolingbrook, Illinois was discussed to show the elements that are being used at that location and how the City desires them here. Further discussion occurred on the current parking configuration and the changes that would be necessary for this new use, which will be more intensive than the previous occupant (Golf Galaxy). The Plan Commission agreed to let the applicant and staff continue to work on a revised building façade, to be agreed upon by both parties prior to the March 17, 2020 Common Council meeting.

Motion by Mayor Neitzke, seconded by Ms. Hallen, to recommend approval of Site, Landscaping, and Architectural Plans for BioLife Plasma Services, a proposed plasma collection center, to be located at 7801 W. Layton Avenue, subject to Plan Commission and staff comments, and authorize this item to be expedited to the March 17th Common Council meeting. Tax Key No. 616-8993-000. Motion carried unanimously.

7. Certified Survey Map to combine two existing parcels located at 7915 W. Allerton Ave. and 7917 W. Allerton Ave., submitted by Mark Bechteler, owner. (Tax Key Nos. 605-9968-000 and 605-9967-000)

The property owners at 7915 W. Allerton Ave. (0.30 acres) have purchased the sliver of land (0.10 acres) abutting their home, from Milwaukee County, and wish to officially combine the two (2) parcels, creating a new 0.40-acre lot.

The Engineering Division staff will submit comments to the surveyor requesting any minor editing modifications on the proposed CSM. All edits will be completed prior to recording of the CSM. Staff recommends that this item be expedited to the March 17, 2020 Common Council meeting.

Recommendation: Recommend Common Council approval of the Certified Survey Map to combine two existing parcels located at 7915 W. Allerton Ave. and 7917 W. Allerton Ave., submitted by Mark Bechteler, owner (Tax Key Nos. 605-9968-000 and 605-9967-000), subject to Plan Commission and staff comments, to be expedited to the March 17, 2020 Common Council meeting.

Motion by Mayor Neitzke, seconded by Ms. Collins, to recommend approval of a Certified Survey Map to combine two existing parcels located at 7915 W. Allerton Ave. and 7917 W. Allerton Avenue, subject to Plan Commission and staff comments, and authorize this item to be expedited to the March 17th Common Council meeting. Tax Key Nos. 605-9968-000 and 605-9967-000. Motion carried unanimously.

8. Community Development Manager Report
None.

9. Adjournment.

Motion by Mayor Neitzke, seconded by Mr. Weis, to adjourn the meeting at 6:48 p.m. Motion carried unanimously.

Respectfully submitted,

Alison J. Meyer
Administrative Assistant

Distributed March 17, 2020