

MINUTES OF THE PLAN COMMISSION MEETING ON TUESDAY, MARCH 9, 2021

HELD VIA ZOOM MEETING

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention:

Limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting was held virtually through the Zoom platform with each member accessing the meeting remotely as detailed below.

https://zoom.us/webinar/register/WN_LTjDKgnvQlOaWz_V8gHOSg

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

ROLL CALL:	Mayor Michael Neitzke	Excused
	Ald. Karl Kastner	Present
	Mr. Brian Weis	Present
	Ms. Christine Hallen	Present
	Mr. Steve Rogers	Present (Arrived at 6:07 pm)
	Mr. Don Carlson	Present
	Mr. David Schilz	Excused
	Mr. Robert Krenz (alt.)	Present
	Mr. Michael Braswell (alt.)	Present

ALSO PRESENT: Kristi Porter – Community Development Manager

2. Approval of the minutes from the February 9, 2021 meeting.

Motion by Ms. Hallen, seconded by Mr. Carlson, to approve the February 9, 2021 Meeting minutes. Motion carried unanimously.

3. Discussion regarding last Common Council meetings.

There were no public hearings for the month of February. In person meetings are scheduled to begin in June, as determined by Common Council at the March 2nd meeting.

4. Site, Landscaping and Architectural Plans for proposed new construction of a white box multi-tenant commercial building to be located at 4969 S. 27 St., submitted by Gerry Ramos, d/b/a Ramos & Associates, LLC and Agya Paul Sidhu, owner . (Tax Key No. 622-0006-000)

Overview and Zoning

At the December 11, 2018 Plan Commission meeting and the December 18, 2018 Common Council meeting, a site plan was approved for a stand-alone parking lot at 4969 S. 27 St., with the conditions that the owner, Mr. Sidhu, must complete the parking lot improvements by July 2019 AND bring forward either a CSM to combine 4969 with the abutting parcel at 4955 S. 27 St., OR, return the site to a seeded/grassed condition, OR, bring forward a site/architectural plan for construction of a new commercial building at 4969 by July 2020.

At the July 9, 2019 Common Council meeting, Mr. Sidhu requested an extension of time on the above-mentioned deadlines from the Common Council. At that meeting, the Common Council granted a one-year extension for Mr. Sidhu to complete the parking lot improvements (from July 2019 to July 2020) and an extension to submit plans for a commercial building (from July 2020 to July 2021).

Mr. Sidhu has completed the parking lot improvements and now proposes construction of a three-tenant white-box commercial building at 4969 S. 27 St. Tenants are unknown at this time. Future tenants that would require a Special Use Permit must apply for so and go before the Plan Commission and a public hearing before the Common Council for consideration. The property is zoned C-2 Community Commercial District. There are residential properties to the west.

Site and Landscaping Plans

The proposal includes construction of a nearly 4,000 sq. ft. commercial building, split into three (3) 1,319 sq. ft. tenant spaces. The front of the building faces S. 27 St. with 12 parking spaces in front and an additional six (6) parking spaces in the back of the building, for a total of 18 provided spaces. The number of Code-required spaces is not yet known because the tenants are not known. Per the Municipal Code, general multi-tenant retail buildings require five (5) spaces for every 1,000 sq. ft., which would equal 20 required parking spaces.

The C-2 Community Commercial District requires the following setbacks:

- Front yard: 50 ft.
- Side yard: 30 ft. on a corner lot and 10 ft. on the other side
- Rear: 20 ft.
- No off-street parking area is allowed within the first 10 ft. of any required front yard setback or within the required side yard on a corner lot.

The property at 4969 S. 27 St. is small at 0.34 acres with dimensions of 75' x 200'. The proposed building is situated right up against the north lot line and has the following proposed setbacks:

- North (side): zero (0) ft.
- East (front): 78 ft.
- South (corner side): 10.4 ft.
- West (rear): 60 ft.
- Off-street parking area begins 5.8 ft. into the front yard setback requirement and 12.75 ft. into the side yard on the corner.

The proposed building layout requires side yard setback waivers for both side yards (north and south). The building code requires the north wall to be constructed as a fire wall with the proposed zero (0) foot setback, which is why that wall has no proposed windows.

The parking lot layout and the waiver for parking encroaching into the front yard setback was approved in 2018.

Per Sec. 21.04.0302 of the Greenfield Municipal Code, "The Plan Commission will evaluate the impact of the standards for building setback/placement and parking lot layout with new construction on a site by site basis and will determine under Site, Building, and Landscape Review what the appropriate building setback/placement and parking lot layout will be within

the context of total site review. That recommendation will be forwarded to the Common Council for consideration.” Staff recommends approval of both side yard setbacks encroachments. Without the waivers, this property would not be buildable as a commercial development given its existing narrowness.

The site plan improvements also include a cedar fence along the west lot line and a board-on-board refuse enclosure at the northwest corner of the site in the rear parking lot. The refuse enclosure includes a maze wall for employees to easily access the dumpsters.

A concrete walkway surrounds the base of the building so patrons can walk from the front to the back. The landscaping plan was part of the original 2018 approval. Staff requested that arborvitaes be planted along the west property line cedar fence.

Photometric Plan

The lighting proposal includes one (1) new light pole close to the west property line and another in the front landscaping bed close to the S. 27 St. sidewalk. The light poles will be 15 feet tall and include LED light heads. Building lighting includes four (4) wall sconces on the front/east façade, three (3) wall sconces on the south façade, three (3) wall sconces on the back/west façade and no lights on the north façade. Staff has been working with the architect and lighting designers on the foot candles and photometrics to make sure that light is not splaying towards the residential property to the west.

Architectural Plans

The proposed retail store would be constructed of a mixture of materials with the main material being brick and split face block to complement Mr. Sidhu’s liquor store to the immediate north. The front (east) elevation starts with 2’8” of a split face block base capped with a precast stone ledge. The next section is constructed of a decorative concrete brick approximately 7’6” in heights, and then finished off with 4’6” of an EIFS parapet wall. The roofline includes a painted metal cap coping to match the color of the precast stone ledge. The front façade also includes three (3) entrances surrounded by decorative pillar-type designs that include stone precast bases and crowns. Each entrance will include an aluminum glazed storefront door with clear glass transom windows above. The front facade also includes four (4) aluminum glazed windows with transom windows above.

The side (south) elevation maintains the same materials and dimensions as the front (east elevation). Three (3) sections of transom windows are situated above square-shaped sections of decorative split face block in the mid-section of the building elevation to allow for shelving along the inside walls. An aluminum glazed storefront door with transom window is located at the far western side of the south elevation.

The rear (west) elevation is constructed mostly of regular CMU block painted to match the brick material. Two (2) two-foot wide brick columns are designed in the middle of the façade and two (2) end-cap columns constructed of split face block, precast stone capping, brick and EIFS are situated at the edges of the west elevation. Two painted metal exit doors for the northern and middle tenants are located along the back wall.

The side (north) elevation is again constructed mostly of regular CMU block painted to match the brick material and includes the same two (2) brick columns and more decorative end-cap

columns as the rear (west) elevation. This wall is constructed as a fire wall with zero (0) foot setback off of the north lot line and cannot include windows.

The rooftop HVAC units should be screened from view with the roofline below the parapet wall.

Staff recommends that this item be expedited to the March 16th Common Council meeting.

Recommendation: Recommend Common Council approval of the Site, Landscaping and Architectural Plans for proposed new construction of a white box multi-tenant commercial building to be located at 4969 S. 27 St., submitted by Gerry Ramos, d/b/a Ramos & Associates, LLC and Agya Paul Sidhu, owner . (Tax Key No. 622-0006-000), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 through 2 are required to be satisfied prior to the issuance of permits associated with the proposed work reviewed by the Plan Commission. Contractors applying for permits should be advised accordingly. The work associated with Item 1 must be completed within one year of Common Council approval.)

1. Revised Site and Photometric Plans being submitted to the Community Development Division to show the following: (a) 6-ft. height and fence posts facing the parking lot being delineated for the cedar fence along the west lot line; (b) pole base heights being delineated (6" in landscaping beds); (c) revised photometrics showing reduced and accurate foot candle calculations; and, (d) additional arborvitae plants along the west property line.
2. A grading plan being submitted and approved by the Engineering Department.

Staff discussed how they prefer the same decorative block on the west side of the building instead of the proposed painted block, which would help keep the building maintenance free.

Motion by Ms. Hallen to recommend Common Council approval of the Site, Landscaping and Architectural Plans for proposed new construction of a white box multi-tenant commercial building to be located at 4969 S. 27 St., submitted by Gerry Ramos, d/b/a Ramos & Associates, LLC and Agya Paul Sidhu, owner (Tax Key No. 622-0006-000) as presented. No second. Motion did not pass.

Motion by Mr. Weis, seconded by Mr. Braswell, to recommend Common Council approval of the Site, Landscaping and Architectural Plans for proposed new construction of a white box multi-tenant commercial building to be located at 4969 S. 27 St., submitted by Gerry Ramos, d/b/a Ramos & Associates, LLC and Agya Paul Sidhu, owner (Tax Key No. 622-0006-000), subject to Plan Commission comments and staff comments including the use of decorative split face block on the west elevation and the addition of "no right turn" signs at the driveways exiting out to W. Homes Ave. and authorize this item to be expedited to the March 16th Common Council meeting. Motion carried unanimously.

- 5A. **Special Use Permit for Puff N Stuff, a proposed tobacco store to be located at 6009 W. Layton Ave., submitted by Mohammed Qetairi, d/b/a GNV, LLC. (Tax Key No. 618-9999-000)**

5B. Site Plan Review for Puff N Stuff, a proposed tobacco store to be located at 6009 W. Layton Ave., submitted by Mohammed Qetairi, d/b/a GNV, LLC. (Tax Key No. 618-9999-000)

Items 5A and 5B may be considered together.

Overview and Zoning

The applicant, Mr. Qetairi, is proposing to occupy approximately 1,800 sq. ft. of tenant space within the existing multi-tenant commercial building at 6009 W. Layton Ave. The location is zoned C-2 Community Commercial District, which allows tobacco stores as a Special Use. The tenant space was previously occupied by Next Level Staffing. The proposed hours of operation are 10:00 am – 9:00pm, daily. The applicant anticipates having three (3) employees working during each shift. They anticipate between 50-75 customers daily. This proposal requires a public hearing, which could be scheduled as early as April 20, 2021.

Mr. Qetiri has experience working in several tobacco stores in both Wisconsin and Illinois. The products they anticipate selling include vape pens, vape juices, cigarettes, pipes, hookahs, hookah tobacco, gift sets, and accessories. They propose having a high level of security, with multiple cameras inside and outside the stores. They will only sell products to individuals 21 years or older and will have an identification scanner machine to ensure customers are old enough to purchase the products.

Site and Landscaping Review

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 Permits. Staff observed some site issues on a recent visit. There was damage to the wooden slats on the refuse enclosure behind the building and these slats should be replaced. There was also a garbage dumpster behind the building without an enclosure. Staff recommends a new board-on-board enclosure be constructed for this dumpster. The asphalt in the alley behind the building was also heavily rutted, likely from the stress caused by garbage trucks. Staff recommends the asphalt in the area behind the building where garbage is collected is resurfaced with concrete to prevent future damage. Potholes were observed in the parking lot and should be patched and the faded parking lines should be restriped.

Shopping centers with three (3) or more tenants require five (5) off-street parking spaces per 1,000 gross square feet of building area. The 6,250 sq. ft. shopping center would require 32 off-street parking spaces. The site has 38 off-street parking spaces.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for Puff N Stuff, a proposed tobacco store to be located at 6009 W. Layton Ave., submitted by Mohammed Qetairi, d/b/a GNV, LLC. (Tax Key No. 618-9999-000), subject to Plan Commission comments, staff comments, and the following conditions:

(Item 1 is required to be satisfied prior to the issuance of building permits and/or Certificate of Occupancy associated with the proposed work reviewed by the Plan Commission. Contractors applying for permits should be advised accordingly. The work associated with Item 1 must be completed within one year of Common Council approval.)

1. A Site Plan being submitted to the Community Development Division to show the following: (a) damaged slats on the existing refuse enclosure being replaced; (b)

construction of a board-on-board refuse enclosure for the dumpster enclosure behind the Subway tenant space; (c) removal and replacement with concrete of the damaged asphalt behind the building; (d) patching potholes and damaged asphalt throughout the site; and, (e) restriping of faded parking lines.

Motion by Mr. Rogers, seconded by Ald. Kastner, to recommend Common Council denial of the Special Use Permit and Site Plan Review for Puff N Stuff, a proposed tobacco store to be located at 6009 W. Layton Ave., submitted by Mohammed Qetairi, d/b/a GNV, LLC. (Tax Key No. 618-9999-000) and authorize a public hearing to be scheduled for April 20, 2021.

Under discussion the Plan Commission mentioned the recommended denial based on the close proximity of the business to the high school. Staff will look into whether hookah is allowed at this proposed business.

The motion passed 6-1, with Ald. Kastner, Mr. Rogers, Mr. Weis, Ms. Hallen, Mr. Krenz, and Mr. Braswell voting yes, and Mr. Carlson voting no.

6. Signage Plan Appeal for a Festival Foods monument sign to be located at 2813 W. Layton Ave., submitted by Aaron Aspenson, d/b/a Festival Foods. (Tax Key No. 622-9982-000)

Festival Foods is requesting a waiver for a monument sign on a stand-alone parcel for their future store at 4777 S. 27 St. The monument sign will be located on the now-vacant parcel at 2813 W. Layton Ave. that Festival Foods is purchasing from the City for use as a new driveway entrance to W. Layton Ave. The existing driveway will be shifted west/relocated to the future Festival parcel, which will allow better and safer access to and from Festival/Ashley Homestore.

Festival is proposing a fifteen foot (15') tall monument sign with 150 sq. ft. of signage. The sign will be constructed with stone veneer pillars and a pre-finished metal roof cap on top of a 2'2" painted brick veneer base. The sign materials match those found on the Festival Foods building. The existing Ashley Homestore monument sign along W. Layton Ave. will be removed and their signage will be incorporated into this monument sign. The sign will be at least five feet (5') from the property line and outside of the 10' by 10' vision triangle. Festival has submitted an approved master signage plan for wall signage and a monument sign along S. 27 St. that conforms to the requirements in the new Sign Code.

Under the Master Signage Program section of the new Sign Code, buildings/centers 100,000 square feet or greater and less than 300,000 square feet of building area may be permitted one (1) freestanding sign per arterial street of 150 square feet in area each, or one (1) sign of 225 square feet in area, neither to exceed fifteen (15) feet in height. While the sign itself meets the size limitation, the waiver is requested because the monument sign will be located on a small stand-alone parcel that is not connected to the shopping center.

Festival Foods is anticipating opening in mid-July.

Recommendation: Approve the Signage Plan Appeal for a Festival Foods monument sign to be located at 2813 W. Layton Ave., submitted by Aaron Aspenson, d/b/a Festival Foods. (Tax Key No. 622-9982-000)

Motion by Ms. Hallen, seconded by Mr. Carlson, to approve the Signage Plan Appeal for a Festival Foods monument sign to be located at 2813 W. Layton Ave., submitted by Aaron Aspenson, d/b/a Festival Foods (Tax Key No. 622-9982-000). Motion carried unanimously.

7. Ordinance to amend section 21.04.0603 of the municipal code pertaining to various permitted and special use listing amendments.

The proposed ordinance recommends some general clean-up of certain uses that today, are permitted uses, but should require additional City oversight/review by going through the Special Use approval process, or perhaps should not be permitted uses in the City at all. This ordinance amendment has been scheduled for a March 16, 2021 public hearing.

The first chart below lists the uses as they are allowed today (P = permitted, S = Special Use).

		Zoning District Classification																		
NAICS12	INDEX ITEM DESCRIPTION	C-1	C-2	C-3	C-4	C-5	O	BP	M-1	I	PR	PUD	{a}	{b}	{c}	{c}	{c}	{d}		
621	Ambulatory Health Care Services																			

621420	Outpatient Mental Health/Subst. Abuse Centers	S	P	P	P	P						P								
621493	Freestanding Ambulatory Surgical/Emer. Centers	S	P	P	P	P						P								

444	Bldg Material/Garden Equip/Supplies Dealers																			

444210	Outdoor Power Equipment Stores	S	S	S	S	S						P								

The second chart below lists the uses as proposed/amended (P = permitted, S = Special Use).

		Zoning District Classification																		
NAICS12	INDEX ITEM DESCRIPTION	C-1	C-2	C-3	C-4	C-5	O	BP	M-1	I	PR	PUD	{a}	{b}	{c}	{c}	{c}	{d}		
621	Ambulatory Health Care Services																			

621420	Outpatient Mental Health/Subst. Abuse Centers																			
621493	Freestanding Ambulatory Surgical/Emer. Centers		S	S	S	S														

444	Bldg Material/Garden Equip/Supplies Dealers																			

444210	Outdoor Power Equipment Stores				S	S			S											

Recommendation: Recommend Common Council approval of the Ordinance to amend section 21.04.0603 of the municipal code pertaining to various permitted and special use listing amendments.

Motion by Mr. Carlson, seconded by Ald. Kastner, to recommend Common Council approval of the Ordinance to amend section 21.04.0603 of the municipal code pertaining to various permitted and special use listing amendments and authorize a public hearing for the Ordinance to be scheduled for March 16th. Motion carried unanimously.

8. Community Development Manager Report

Progress is continuing for the redevelopment of the Loomis and Layton area. Weekly meetings are being held with staff and the developer.

9. Adjournment.

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

Respectfully submitted,

Natalie Phillips
Administrative Assistant

Distributed March 11, 2021