

**MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE
GREENFIELD CITY HALL ON TUESDAY, APRIL 9, 2024**

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

ROLL CALL:	Mayor Michael Neitzke	Present
	Ald. Karl Kastner	Present
	Mr. Brian Weis	Present
	Mr. Steve Rogers	Present
	Mr. Don Carlson	Present
	Mr. Zak Marshall	Present
	Mr. Robert Krenz	Present
	Mr. Michael Braswell (alt.)	Present
	Ms. Danielle Wojak (alt.)	Present

ALSO PRESENT: Gina Vlach – City Planner

1. Roll Call

2. Approval of the minutes from the March 12, 2024 meeting.

Motion by Don Carlson, seconded by Mr. Krenz, to approve the March 12, 2024 meeting minutes. Motion passed unanimously. Mr. Rogers abstained.

3. Discussion regarding last Common Council meetings.

Common Council approved the Condominium Plat for division of land at 5050-52 S. 58 St. and the Special Use Reviews for Crunch Fitness and The Chef House on March 12, 2024.

4. Signage Plan Appeal for Bluemel's, an existing business located at 4930 W. Loomis Rd., submitted by John Lewandowski, d/b/a Bluemel's. (Tax Key No. 620-1001-000)

Bluemel's Garden & Landscape Center is seeking a signage variance, requesting additional signage beyond what the Chapter 19 Sign Code permits. Bluemel's is seeking a waiver for the number of monument signs allowed on their property.

The code permits one (1) monument sign. Bluemel's already has a primary monument sign and is requesting to be allowed a second monument sign near their delivery driveway. The purpose of the sign is to provide suppliers with clear direction to minimize confusion regarding the location of the entrance to their service drive.

The sign was installed without a sign permit or a building permit. New monument signs require a building permit for inspection of the footings.

Staff recommends approval. A sign permit application, and the applicable fee, would still be required.

Recommendation: Approve the Signage Plan Appeal for Bluemel's, an existing business located at 4930 W. Loomis Rd., submitted by John Lewandowski, d/b/a Bluemel's (Tax Key No. 620-1001-000), subject to Plan Commission and staff comments.

Motion by Mr. Rogers, seconded by Mr. Marshall, to approve the Signage Plan Appeal for Bluemel's, an existing business located at 4930 W. Loomis Rd., submitted by John Lewandowski, d/b/a Bluemel's (Tax Key No. 620-1001-000), subject to Plan Commission and staff comments. Motion carried unanimously.

- 5A. **Special Use Permit for GemEx Systems, an office for professional, scientific, and technical services, located at 3380 S. 108 St., Suite 210, submitted by Randall Wagner and Jesus Garcia Contreras, d/b/a GemEx Systems, Inc. (Tax Key No. 524-8979-006)**
- 5B. **Site Plan Review for GemEx Systems, an office for professional, scientific, and technical services, located at 3380 S. 108 St., Suite 210, submitted by Randall Wagner and Jesus Garcia Contreras, d/b/a GemEx Systems, Inc. (Tax Key No. 524-8979-006)**

Items 5A and 5B may be considered together.

The applicants, Randall Wagner and Jesus Garcia Contreras, are proposing to occupy Suite 210 within the 1st Service Building multi-tenant commercial building. The tenant space is primarily used for office activity, but the applicants also assemble iLoupe, a camera accessory for iPhones/ iPads, that enables the device to be used to view and examine diamonds. The applicants have over 25 years of experience.

The property is zoned C-4 Regional Business District, which permits professional, scientific, and technical services as a Special Use. A public hearing and a Special Use Permit are required. GemEx Systems employs two (2) full-time employees. The proposed hours of operation would be 9am-5pm Monday through Friday and 9am-6pm Saturday and Sunday. The applicants have a 2-year lease to rent Suite 210.

Site Review

A site plan was not submitted, but the Zoning Code allows for the comprehensive review of the condition of the site as part of the Plan Commission Review. The site is in good condition. During their site visit, Staff noted that the dumpster enclosure doors had been removed and were being stored behind the dumpsters. Staff recommends that the doors be reinstalled. Additionally, while the parking lot was in good condition, free of pot holes or cracks, the striping and arrows are worn and will need to be redone soon. Staff has been in communication with the property owner regarding these issues and the timing for when they could be addressed.

GemEx requires 4 (3.3 spaces per 1,000 sq. ft.) parking spaces and the remaining tenant spaces require 28 (3.3 spaces per 1,000 sq. ft.) parking spaces, for a grand total of 32 required parking spaces. A total of 52 stalls are provided on the property.

Staff recommends that a public hearing be scheduled for May 21, 2024.

Recommendation: Recommend Common Council approval GemEx Systems, an office for professional, scientific, and technical services, located at 3380 S. 108 St., Suite 210, submitted by

Randall Wagner and Jesus Garcia Contreras, d/b/a GemEx Systems, Inc. (Tax Key No. 524-8979-006), subject to Plan Commission and staff comments, and the following conditions:

(Item 1 is required to be satisfied prior to the issuance of a Certificate of Occupancy.)

1. A letter, from the property owner, being submitted to the Community Development Division stating that the doors on the dumpster enclosure will be reinstalled by June 30, 2024 and the parking lot will be restriped by September 30, 2024.

Motion by Ald. Kastner, seconded by Mr. Weis, to recommend Common Council approval of GemEx Systems, an office for professional, scientific, and technical services, located at 3380 S. 108 St., Suite 210, submitted by Randall Wagner and Jesus Garcia Contreras, d/b/a GemEx Systems, Inc. (Tax Key No. 524-8979-006), subject to Plan Commission and staff comments, and authorize a public hearing to be scheduled for May 21, 2024. Motion carried unanimously.

The applicant, Randall Wagner, presented a sample of the manufactured iLoupe product to Plan Commission.

6. **Site, Landscaping, and Architectural Plans for proposed remodeling of Kwik Market, a new convenience retailer, to be located at 6437 W. Forest Home Ave., submitted by Guriqbal Singh Sra, d/b/a Kwik Market and Thomas Stochowiak, d/b/a Stack Design Group. (Tax Key No. 572-8989-002)**

Overview and Zoning

The former Schweitzer's Lawn Equipment Center and Repair building, located at 6437 W. Forest Home Ave. has a prospective buyer, the applicant, Guriqbal Singh Sra. The applicant's intention is to use the existing 5,800 sq. ft. space as a convenience store and to build a 1,650 sq. ft. addition for a future tenant.

The property is zoned C-1 neighborhood Commercial District, which allows convenience stores as a permitted use. The store would have two (2) full-time employees and one (1) part-time employee, for a total of three (3) employees. The proposed hours of operation are 5:00am – 10:00pm, daily. The applicant owns and operates Kwik Pantry, located at 6716 W. Lincoln Avenue, in West Allis. The proposed establishment would operate in a similar manner to this existing store.

Site and Landscaping Plans

The applicant is proposing significant exterior site and building modifications, along with landscaping along W. Forest Home Ave. Site plan changes include a new 1,650 sq. ft. addition to be constructed in front of the garage portion of the building. The addition is designed as divisible leased tenant space. No indication has been made that a specific tenant is currently being considered for the space. Any future tenant would need to apply for a separate occupancy permit. The addition of the tenant space would align the front façade to present a more cohesive, intentional look for the building.

The southern corner of the addition incorporates a recessed area for a trash enclosure. The design incorporates a maze entry path and wooden gates, satisfying code requirements. The

parking lot will be reconfigured to allow for 37 parking stalls around the site. Currently, the southern portion of the parking lot is gravel; the applicant is proposing pavement throughout the site.

A lighting package was not submitted as part of the application.

Architectural Plans

Extensive modifications are proposed for all facades.

The existing concrete block building will be repainted a cream/beige color and the new brick masonry material will be a reddish-brown multi-tone brick. The upper roof bump-out will be painted in a green tone that compliments the business logo color and the same color will be used on the steel rods supporting the canopy. The existing make-shift enclosures located on the sides of the building will be removed.

All original windows and window frames will be removed. New infill walls would selectively fill in some window openings with the main expanses of glass area having new windows installed above a brick masonry belt line of three feet in height with a limestone window sill. The storefront window system would include new aluminum doors with all aluminum systems being anodized bronze. On the west side of the building there are four (4) existing narrow windows. The masonry between the two (2) pairs will be removed to create two (2) larger window openings that will have aluminum windows to match all others.

The existing building has a deep overhang canopy on the west side. An existing overhead door under this overhang is being converted to the main entrance with aluminum frame double doors with a center sidelight. The existing canopy currently has steel fence posts supporting the left side portion of the overhang. The steel post will be removed and the existing 1" diameter steel rods that run diagonally from the upper facade and will be replicated along the remaining portion of the canopy to allow for structural support without the existing steel posts. The face of the overhangs will be brown in a similar color tone as the anodized bronze windows. The 1" diameter steel down rods supporting the roof canopy will have this same green color. All aluminum cap flashing will be black or very dark grey.

A civil plan set has not been submitted and will be needed prior to the issuance of building permits. The City is requesting that the owner grant a permanent sanitary sewer easement to the City. When the existing sanitary sewer was rerouted to connect to the MMSD MIS in 1959, a formal easement with the property owner was never executed and the City would like to rectify that. The Engineering Department also has concerns with the management of stormwater given the increase of impervious surface and drainage right-of-way to the east of the property. The Engineering Department has recommended that the building downspouts should be connected to the sewer and the curb should continue to the trash enclosure on the southern extent of the property.

Staff recommends that this item be expedited to the April 16, 2024 Common Council meeting.

Recommendation: Recommend Common Council approval of the Site, Landscaping, and Architectural Plans for proposed remodeling of Kwik Market, a new convenience retailer, to be located at 6437 W. Forest Home Ave., submitted by Guriqbal Singh Sra, d/b/a Kwik Market and

Thomas Stochowiak, d/b/a Stack Design Group. (Tax Key No. 572-8989-002), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 through 4 are required to be satisfied prior to the issuance of any building, electrical, or plumbing permit associated with the proposed work reviewed by the Plan Commission. Contractors applying for permits should be advised accordingly.)

1. Revised Site Plan being submitted to the Community Development Division to show the following: (a) continuation of the curb to the trash enclosure on the southern extent of the property; (b) a striped pedestrian crosswalk from the north side of the building to W. Forest Home Ave.; (c) three-sided elevations of the refuse enclosure; and (d) all proposed landscaping species and quantities to be reviewed and approved by the City Forester, as applicable.
2. Civil Plan Set being submitted to the Engineering Division for review and approval. The Civil Plan Set shall include a site plan, a grading plan, a utility plan, and an erosion control plan. Any modifications or requirements are as directed by the Engineering Division, subject to change in order to meet Municipal Code requirements.
3. An estimated cost of landscaping and screening being submitted to the Community Development Division for approval.
4. A letter of credit or other form of security as required by Municipal Code in the amount of 125% of the estimated cost of landscaping and screening.

The Mayor said that he visited the Kwik Pantry sister store located in West Allis, and observed that about half of the store contained convenience items and the other half seemed to operate as a full scale liquor store. Mayor Neitzke explained that a Plan Commission approval for a proposed convenience store as a permitted use does not guarantee the release of a liquor license.

Tom Stochowiak, representing Stack Design Group, was present for discussion. He explained that the proposed Greenfield location's intended use is mostly for grocery, limiting alcohol sales to 10 percent.

Plan Commission discussed how the City of Greenfield is already saturated with vape stores and liquor stores.

Kurt Klapperich, Senior Vice President of Brokerage Services, was present for discussion.

Bou Baz was present, speaking on behalf of Guriqbal Singh Sra. Mr. Baz asked that Plan Commission not vote on the agenda item. Mr. Baz stated the applicant would be agreeable to following any process or procedure that Plan Commission felt appropriate and necessary for the project. Plan Commission agreed that the Special Use for a liquor store should appear on the May 14th Plan Commission agenda along with the Site, Landscaping, and Architectural Plans.

No vote.

7. Site, Landscaping, and Architectural Plans for a proposed bathroom addition at St. John the Evangelist Catholic Church, located at 8500 W. Cold Spring Rd., submitted by Boyd Coleman, d/b/a StrucRite, Inc. (Tax Key No. 569-8986-001)

Overview and Zoning

St. John the Evangelist Catholic Church, located at 8500 W. Cold Spring Rd., is seeking to build a 760 sq. ft. addition to the existing church and school. The bathroom addition will be located on the northeastern corner of the building. The property is zoned I – Institutional District; the church and school are permitted uses. The alteration of the approved site, landscaping, and architectural plan triggers review by the Plan Commission.

Site, Landscaping, and Architectural Plans

The addition will provide separated women’s and men’s bathrooms, a janitor closet, a small lobby, and a new emergency exit door. The exterior finishes, including egress lighting, door style, steel fascia, and the brick and stone, of the addition will match the existing church.

The addition will be 36’ 6” x 22’ 4”, approximately 760 sq. ft. The project will not impact any notable landscaping as it terminates prior to existing trees or landscaping. A new planting bed, containing primarily ornamental grasses, will be installed to the west of the addition. The mechanical equipment will be relocated farther west to accommodate the bathroom addition. New sidewalk, installed to match in tone and texture, is proposed around the addition and will connect to existing pathways. The addition will maintain the existing grading and drainage for the site.

Staff recommends that this item be expedited to the April 16, 2024 Common Council meeting.

Recommendation: Recommend Common Council approval of the Site, Landscaping, and Architectural Plans for a proposed bathroom addition at St. John the Evangelist Catholic Church, located at 8500 W. Cold Spring Rd., submitted by Boyd Coleman, d/b/a StrucRite, Inc. (Tax Key No. 569-8986-001), subject to Plan Commission and staff comments.

Motion by Mayor Neitzke, seconded by Mr. Marshall, to recommend Common Council approval of the Site, Landscaping, and Architectural Plans for a proposed bathroom addition at St. John the Evangelist Catholic Church, located at 8500 W. Cold Spring Rd., submitted by Boyd Coleman, d/b/a StrucRite, Inc. (Tax Key No. 569-8986-001), subject to Plan Commission and staff comments, and authorize this item to be expedited to the April 16, 2024 Common Council meeting. Motion carried unanimously.

8. City Planner Report

Ms. Vlach said that UW Credit Union had its grand opening last week Thursday. Loomis Crossing building B is set to start construction as soon as the ground dries up. Ms. Vlach had a meeting with ZoneCo regarding the Zoning Code update, and the process is about 90 percent complete.

9. Adjournment.

Motion by Mr. Carlson, seconded by Mr. Braswell, to adjourn the meeting at 7:09 p.m.
Motion carried unanimously.

Respectfully submitted,

Natalie Phillips
Administrative Assistant

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