

**MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE GREENFIELD CITY HALL ON
TUESDAY, DECEMBER 10, 2024**

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

ROLL CALL:	Mayor Neitzke	Present
	Ald. Kastner	Present
	Mr. Steve Rogers	Present
	Mr. Brian Weis	Excused
	Mr. Don Carlson	Present
	Mr. Zak Marshall	Present
	Mr. Bob Krenz	Present
	Mr. Mike Braswell (Alt)	Present
	Ms. Danielle Wojak (Alt)	Present

2. **Approval of the Minutes from the November 12, 2024 meeting.**

Motion by Mr. Rogers, seconded by Mr. Braswell, to approve the minutes from the November 12, 2024 meeting. Motion passed unanimously.

3. **Discussion regarding last Common Council meeting.**

Mrs. Vlach stated that the Common Council meeting on November 19th was well attended by the neighbors of the parcel on 87th Street that was being rezoned and had a comprehensive plan amendment. Mrs. Vlach stated that those in attendance were generally in favor of a single-family development and were seeking information about how the property was going to be developed. She stated that the developer was present and met with the neighbors after the meeting to answer specific questions.

Mrs. Vlach also stated that the public hearings for Encircle Family Services, Magnolia Aesthetics in Avery & Birch, and Los Mariachi's Food Trucks all had public hearings and were approved. The other projects that appeared before Common Council, the lot line amendment at 12101 W. Howard Ave. and the Site Plans for 1631 W. Cold Spring Rd., were also approved.

- 4A. **Special Use Permit for Mega Laundromat, a proposed laundromat, to be located at 4101 W. Howard Ave, submitted by Kabir Ahmed, d/b/a ND Ventures, LLC and Donald Kurkowski, d/b/a Architects/Planners, S.C. (Tax Key No. 575-8953-000)**
- 4B. **Site, Landscaping, and Architectural Plans for Mega Laundromat, a proposed laundromat, to be located at 4101 W. Howard Ave, submitted by Kabir Ahmed, d/b/a ND Ventures, LLC and Donald Kurkowski, d/b/a Architects/Planners, S.C. (Tax Key No. 575-8953-000)**

Items 4A and 4B may be considered together.

Overview and Zoning

The applicant, Kabir Ahmed, is proposing to occupy approximately 3,400 sq. ft. of tenant space within the multi-tenant mixed-use building located at 4101 W. Howard Ave. The property previously had three (3) commercial tenants, a laundromat, a tanning salon, and a hair salon, and one (1) residential tenant. Mega Laundromat is an existing business inside the commercial space and the applicant is seeking to expand operations to the tenant space that was previously occupied by a tanning salon. The applicant purchased the property in 2023 and appeared before Plan Commission and Common Council for a Special Use Review and Site Plan Review in April of that year. The applicant owns other similar facilities.

The property is zoned C-1 Neighborhood Commercial District, which permits coin-operated laundries as a Special Use. A public hearing, as required by the Special Use, can be scheduled as early as January 21, 2025. The permitted hours of operation are currently 6:00am – 9:00pm, daily. The applicant is proposing to extend the hours to 24-hours, daily. The business will continue to have one (1) part-time employee.

The other commercial tenant space in the building will be reverted to residential. While residential uses are not a permitted use in the C-1 Neighborhood Commercial District, it is a legal nonconforming use as the property has preserved residential use.

Site Review

The site last underwent a review in April 2023 as part of a Special Use Review process when Mega Laundromat appeared before Plan Commission. Overall, the site is in fair condition but a few concerns were identified during the site visit.

The portion of the building that previously housed the laundromat and the tanning salon is constructed of different material than the portion of the building that had previously been a hair salon on the lower level and residential above. Staff recommends that the entire building be power washed to remove the buildup of grime, algae, and debris. The western half of the building is constructed of block, which staff recommend be painted a neutral color to be cohesive with the remainder of the building. The removal of plant material from all walls should also be required. Staff noted during the site visit, that there is no screening in front of the electric meters on the east side of the laundromat and recommends the addition of visual screening.

On both the eastern elevation of the laundromat and the northern elevation, electrical wiring is visible on the walls and under the eaves of the structure. An electrical permit will be required to bring the wiring into compliance with applicable code as the current state of the wiring poses a safety concern.

The downspouts around the building end in a manner that would allow for icing of sidewalks to occur. Downspouts should either be extended into grassy areas or tied in below ground to prevent this hazard.

The guards to the gas service on the eastern elevation are rusted and will need to be repainted. The northeastern corner of the building, under the existing laundromat sign, will need to be covered in siding to match the rest of the building and provide a cohesive look. Additionally, one of the wooden trims on the front of the building appears to be rotten and will need to be replaced.

Floor, Site, and Architectural Plans

The applicant has proposed to remove the separation between the existing tanning salon and laundromat to create a single, larger tenant space. The result will be an expanded waiting area at the front of the building. Additionally, plans for converting the existing hair salon space into a two-bedroom apartment have also been provided. Staff has no comments on the floor plans.

The proposed site plan does address several of the issues that were identified during the site visit. Specifically, it notes that the corner of the building will be sided to match the existing building, all wood trim on the front of the building will be replaced or repaired, all plant growth will be removed, masonry walls will be power washed, prepped, and painted to match, all exposed electrical and security system wiring shall be enclosed per electrical code, and the gas meter guard posts will be painted to match the building.

The proposed plans also provide details about alterations that will be made that were not discussed in the site review portion of the staff report. For example, it notes that the far eastern window on the south elevation will be removed to provide a new door/entrance to the lower residential portion of the building and an additional window will be added on the eastern elevation. Currently, the two front doors do not match and the door in the rear is an entirely different style. Staff recommends that all four (4) doors be replaced to match, providing a cohesive look to the property. Staff does not recommend the glass door leading into the laundromat on the eastern elevation be replaced.

A wood trash enclosure is to be constructed in the same location as the existing screening wall. The existing wall is dilapidated and does not fully screen the dumpster from the public view. The trash enclosure will require a building permit and will need to comply with the requirements of enclosures in the City.

The plans also state that three (3) existing downspouts on the east elevation will either be rerouted under the sidewalk or the sidewalk will be removed. However, there are four (4) downspouts on the east elevation and they provide no indication which of the downspouts are to be rerouted or what the plan is for the remained downspout.

Additionally, there is no mention of the downspout located on the northwest corner of the building and how that is going to be addressed.

The applicant is also proposing to remove and replace the light fixtures on the front of the building, which are currently mismatched. Their stated intention is to replace them with new fixtures of the same style. Staff recommends that a more modern style be selected for the fixtures. Additionally, staff recommends the removal of the wall mounted fixture directly above the door on the north elevation.

The elevations do not depict whether the existing window air conditioning unit, located on the second story of the north elevation, will remain. Staff recommends that the unit be removed and centralized air be installed throughout the building. A ground AC unit is already present on the site. This recommendation is being made to enhance the current aesthetics of the building while anticipating the desires of the new lower unit to also want air conditioning and that they would also need to install a window unit.

Staff has the following recommendations based on the proposed plans. A note should be added indicating that the entire building will be power washed. Currently, only the block portions of the building have that note. Lighting information should be provided to the Community Development Division prior to any lights being installed. A photometric plan would not be required. A note should be added to the plans stating that all trim, on all sides of the building, will be repainted to match.

The current proposal fails to meaningfully enhance the current aesthetic condition of the property. Compared to other properties in the neighborhood which have been renovated recently (pictured is 3923 S. 41st Street), the proposal simply continues the status quo of its appearance. Staff recommends that Plan Commission request the applicant enhance the architectural design of the proposed plan to modernize the dated exterior of their property.

The expanded Mega Laundromat requires 35 spaces (1 space per washer or dryer, plus 1 space per employee) in addition to four (4) spaces for both two-bedroom apartments for a total of 39 parking spaces. A total of ten (10) spaces are provided. The Common Council may waive the shortage.

Sign Review

The applicant proposes to remove the existing non-conforming pylon sign and to submit revised signage to the city for approval. At this time, no signage plans have been submitted to Community Development for approval.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site, Landscaping, and Architectural Plans for Mega Laundromat, a proposed laundromat, to be located at 4101 W. Howard Ave, submitted by Kabir Ahmed, d/b/a

ND Ventures, LLC and Donald Kurkowski, d/b/a Architects/Planners, S.C. (Tax Key No. 575-8953-000), subject to staff and Plan Commission comments, with the following conditions:

(Item 1 is required to be satisfied prior to the issuance of any building permits. Item 2 is required to be satisfied prior to the issuance of a Certificate of Occupancy)

1. A revised site plan being submitted to the Community Development Division depicting and/or noting the following: (a) all sides of the building will be power washed; (b) all trim, on all sides of the building, will be repainted to match; (c) depiction and description of all five (5) downspouts located on the property and how they will be addressed to prevent icing hazards; (d) a note added that all four (4) doors on the property will be replaced to match; (e) the fixture above the doorway on the northern elevation will be removed; (f) screening added in front of the electric meters on the eastern elevation of the laundromat; and (g) information included regarding air conditioning units on the property.
2. Removal of all existing, legal nonconforming signage. All new signage, whether permanent or temporary, requires a sign permit application. The alteration, replacement, or addition of signage triggers this requirement.

The applicant, Kabir Ahmed, was present to answer questions.

Mr. Braswell asked for clarification regarding the existing signage on the building. Mrs. Vlach stated that the pylon sign is going to be removed and the wall sign will be replaced with a compliant wall sign. Mr. Ahmed said his intention was to install a red sign on the roof above the front door. Mrs. Vlach informed him that is not allowed under the current sign code, but that she will work with him or his sign contractor on a compliant sign.

Mayor Neitzke and Mr. Rogers asked for clarification for the plan to paint the block portion of the building. Mr. Ahmed confirmed that they will hire a reputable contractor to complete the work to ensure that paint is selected and applied in a manner that will remain in good condition for years to come.

Mayor Neitzke discussed door options and the desire to have matching doors that correspond with its associated user.

Discussion was had about screening of the electrical meters. Mrs. Vlach stated that the note regarding screening was initially made by Engineering. Mayor Neitzke questioned if a screen could be installed while still retaining the necessary clearance for electrical meters. Ald. Kastner stated that he believed that there was at least three feet between the existing bollards and the meters. Mayor Neitzke asked the applicant why there were

so many meters on the building. The applicant stated that they were from previous users but would work with WE Energies to get them removed. Mr. Braswell stated that it is the responsibility of the owner to remove the box from the wall once the disconnection has been made. Mayor Neitzke told the applicant that a competent electrician will need to be hired, and a permit pulled, to complete the work due to the complexity of the site.

Discussion was had concerning the hours of operation. Mayor Neitzke asked the applicant if he would be satisfied with the hours being expanded slightly from the currently approved hours, but not granting the full 24-hour proposed hours of operation. Mayor Neitzke noted that the residential properties surrounding the property would make a 24-hour operation less desirable. The applicant agreed to hours of operation from 6:00am – 10:00pm, daily.

Mrs. Vlach requested clarification from the Plan Commission regarding their desire to have the building painted. Mr. Rogers stated that he had intended his comments regarding painting to apply to just the block portions of the building, not the sided portions. Mr. Braswell stated that he would not be opposed to a different color on the entire building if it helped to improve the overall appearance of the building. Ald. Kastner stated the he felt that repainting the entire building a new color would be an improvement. Ms. Wojak expressed concern over the resiliency of paint in Wisconsin.

Motion by Mayor Neitzke, seconded by Ald. Kastner, to recommend Common Council approval of the Special Use Permit and Site, Landscaping, and Architectural Plans for Mega Laundromat, a proposed laundromat, to be located at 4101 W. Howard Ave, submitted by Kabir Ahmed, d/b/a ND Ventures, LLC and Donald Kurkowski, d/b/a Architects/Planners, S.C. (Tax Key No. 575-8953-000), subject to staff and Plan Commission comments, and authorize a public hearing to be scheduled for January 21, 2025. Motion carried unanimously.

- 5A. Special Use Permit for Valor Spine, a physician's office performing intradiscal spine injections, to be located at 6800 W. Layton Ave., submitted by Andrew Gabel, d/b/a Valor Spine Solutions. (Tax Key No. 604-9921-000)**
- 5B. Site Plan Review for Valor Spine, a physician's office performing intradiscal spine injections, to be located at 6800 W. Layton Ave., submitted by Andrew Gabel, d/b/a Valor Spine Solutions. (Tax Key No. 604-9921-000)**

Items 5A and 5B may be considered together.

Overview and Zoning

The applicant, Andrew Gabel, is proposing to operate Valor Spine Solutions within the space currently occupied by Greater Milwaukee Oral Surgery (GMOS). The proposal is not a replacement of GMOS. Instead, the proposal is for Valor Spine Solutions to utilize the space when GMOS is not using it. Simply, Valor Spine Solutions and GMOS will share the space but will not operate out of the space simultaneously.

Valor Spine Solutions performs intradiscal spine injections, a minimally invasive, patented procedure that treats back and neck pain resulting from torn or damaged spinal disks. They primarily perform these procedures on Veterans and work closely with the VA to connect patients who need this surgery with their services. Valor Spine Solutions hires highly trained interventional pain management physicians to perform the procedure using the latest technology.

The property is zoned C-1 Neighborhood Commercial District, which allows “Offices of Physicians” as a Special Use. Since this is a new use in this tenant space, a public hearing and a new Special Use Permit is required. A public hearing can be scheduled as early as January 21, 2025. These procedures will occur one day a week, operating on five (5) to eight (8) patients per day. The hours of operation for Valor Spine Solutions will be within the approved hours of GMOS, 7:30am – 4:00pm, Monday – Friday.

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 appeared before Plan Commission in August 2022 when the construction of the Greater Milwaukee Oral Surgery building was being considered. Occupancy for the building was issued in September 2023. The site has remained in good shape.

Because the employees and patients of Valor Spine Solutions and Greater Milwaukee Oral Surgery will not be at the location at the same time, staff recommends that the parking calculation originally used for GMOS be applied and additional parking not be required. In August 2022, staff noted that the proposed use would require 27 parking spaces (10 per 1,000 sq. ft.) and that 24 parking spaces be provided. Common Council may waive the shortage.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for Valor Spine, a physician’s office performing intradiscal spine injections, to be located at 6800 W. Layton Ave., submitted by Andrew Gabel, d/b/a Valor Spine Solutions. (Tax Key No. 604-9921-000), subject to Plan Commission and staff comments.

The applicant, Andrew Gabel, was present to answer questions.

Motion by Mayor Neitzke, seconded by Mr. Carlson, to recommend Common Council approval of the Special Use Permit and Site Plan Review for Valor Spine, a physician's office performing intradiscal spine injections, to be located at 6800 W. Layton Ave., submitted by Andrew Gabel, d/b/a Valor Spine Solutions (Tax Key No. 604-9921-000), subject to Plan Commission and staff comments, and authorize a public hearing to be scheduled for January 21, 2025. Motion carried unanimously.

- 6A. Special Use Permit for Touch of Egypt, a proposed massage business, located at 5170 S. 76th St., Suite 107, submitted by Egyptsha Robinson, d/b/a Touch of Egypt. (Tax Key No. 650-8998-009)**
- 6B. Site Plan Review for Touch of Egypt, a proposed massage business, located at 5170 S. 76th St., Suite 107, submitted by Egyptsha Robinson, d/b/a Touch of Egypt. (Tax Key No. 650-8998-009)**

Items 6A and 6B may be considered together.

Overview and Zoning

The applicant, Egyptsha Robinson, is proposing to occupy Suite 107, approximately 150 sq. ft., of tenant space within the My Salon multi-tenant commercial building. The applicant is proposing to operate a massage business. The applicant, Egyptsha Robinson, has 15 years of experience, including 8 years as a Massage Envy franchisee.

The property is zoned C-4 Regional Business District, which permits other personal care businesses as a Special Use. Since this is a new use in this tenant space, a public hearing and a new Special Use Permit is required. A public hearing can be scheduled as early as January 21, 2025. The hours of operation would be 9am – 9pm, Monday through Thursday, and Saturday, and will be closed on Sundays and Fridays. The applicant is seeking a one-year lease for the suite and will be the only full-time employee.

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. There is an approved site and landscape plan on file from 2021. The site most recently underwent a review in July 2024 as part of a special use permit process. The site has remained in good shape.

The proposed Touch of Egyptsha requires 3 (2 spaces per chair plus 1 space per employee) parking spaces and the remaining building requires 101 parking spaces, for a grand total of 104 parking spaces. A total of 47 stalls are provided on the property. The Common Council may waive the shortage.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for Touch of Egypt, a proposed massage business, located at 5170 S. 76th St., Suite 107, submitted by Egyptsha Robinson, d/b/a Touch of Egypt. (Tax Key No. 650-8998-009) subject to Plan Commission and staff comments.

The applicant, Egyptsha Robinson, was present to answer questions.

Motion by Mr. Carlson, seconded by Mr. Rogers, to recommend Common Council approval of the Special Use Permit and Site Plan Review for Touch of Egypt, a proposed massage business, located at 5170 S. 76th St., Suite 107, submitted by Egyptsha Robinson, d/b/a Touch of Egypt (Tax Key No. 650-8998-009), subject to Plan Commission and staff comments, and authorize a public hearing to be scheduled for January 21, 2025. Motion carried unanimously.

7. Community Development Report

Mayor Neitzke provided project updates to the construction on Cooper's Hawk, Chipotle, and Starbucks. He also noted the current status of the Turf. Specifically, he stated that the final pour at the Turf would occur within the next week but is contingent on the weather. Mr. Rogers asked if a Spring opening was still anticipated. Mayor Neitzke stated that is still the expectation.

Mayor Neitzke, again, cautioned anyone from visiting the site. The Turf is an active construction site and is hazardous. He reminded everyone that there are cameras located on the site and that the Greenfield Police Department has access to those cameras. He emphasized that his concern is the safety and wellbeing of everyone.

8. Adjournment

Motion by Mr. Marshall, seconded by Mr. Carlson, to adjourn the December 10, 2024 Plan Commission meeting at 6:39 p.m. Motion passed unanimously.

Respectfully submitted,

Natalie Phillips
Administrative Assistant

Distributed December 11, 2024