

**MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE GREENFIELD CITY HALL ON
TUESDAY, APRIL 8, 2025**

1. **The meeting was called to order at 6:02p.m. by Mayor Neitzke.**

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

Also present: Gina Vlach, City Planner; Anna Kissel, Planner.

2. **Approval of the Minutes from the March 11, 2025 meeting.**

Motion by Mr. Carlson, seconded by Mr. Krenz, to approve the minutes from the March 11, 2025 meeting. Motion passed unanimously.

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

Mrs. Vlach stated that Melt N Dip and Qamaria Coffee’s hours extension for the month of Ramadan was approved. Mr. Chicken’s ownership change was approved. The Parkview Estates Final Plat was approved.

- 4A. **Special Use Permit for Mystic Touch, a proposed psychic services office, to be located at 4535 W. Forest Home Ave., submitted by Donna Stevens, d/b/a Mystic Touch. (Tax Key No. 531-0000-300)**

- 4B. **Site Review for Mystic Touch, a proposed psychic services office, to be located at 4535 W. Forest Home Ave., submitted by Donna Stevens, d/b/a Mystic Touch. (Tax Key No. 531-0000-300)**

Items 4A and 4B may be considered together.

Overview and Zoning

The applicant, Donna Stevens, is proposing to lease tenant space in the multi-tenant building located at 4535 W. Forest Home Avenue, to operate Mystic Touch, a psychic services office. Mystic Touch provides palm, tarot card and chakra card readings and oils. The applicant has previous experience in the field. The hours of operation for the business would be 8:00am - 8:00pm, daily. There will be one full-time employee.

The approximately 0.2-acre property is zoned C2 Community Commercial District. Psychic Services are classified under “All Other Personal Services”, which is a Special Use in the C2 District. 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 May 20, 2025.

Site Review

A site plan was not submitted, but the site is subject to review when the Plan Commission and Common Council consider a Special Use Permit. Staff visited the site and found a few items that should be addressed. Since the visit, staff has been in communication with the property owner regarding these issues and establishing a timeline for when they could be addressed.

During the site visit, staff observed a dumpster near one of the back doors of the building. Currently, the site does not have a dumpster enclosure. During the conversation with the property owner, a few options were discussed. First, a dumpster enclosure could be installed on the property to accommodate the existing dumpster. However, both the owner and staff were uncertain if the uses within the multi-tenant building required a dumpster-sized refuse container. Staff explained that commercial properties are responsible for coordinating their refuse collection. The owner asked if a dumpster enclosure be required if a smaller cart were available to tenants. Staff explained that the carts would need to be screened from view, but that a dumpster enclosure would not be required. A final option discussed was a dumpster easement amongst the properties all owned by the same individual. If this option is selected, staff recommends that a copy of the executed easement be provided and that the existing dumpster be removed prior to Mystic Touch being issued their Occupancy Permit.

There was an inoperable vehicle parked on the property and a few barrels stored outside. Inoperable vehicles are classified under Section 11.06 as a nuisance and are prohibited. Staff recommend that the removal of these items from the property be a condition of the Occupancy Permit being issued.

Mystic Touch requires 4 parking stalls (3.33 spaces per 1,000 sq. ft. of space) and the other tenant of the building, El Conquistador Latino Newspaper, also requires 4 parking stalls (3.33 spaces per 1,000 sq. ft. of space), for a grand total of 8 parking stalls. The parking area behind the building is not striped, but the owner has indicated that they will be striping for 8 stalls. Further, the property owner has stated that they intend to execute a cross-access agreement for parking between 4515 W. Forest Home Ave. and 4535 W. Forest Home Ave. At least 1 ADA-compliant parking stall is required.

Presently, there is almost no landscaping on site. The exception is a small, gravel-covered area in the front of the building, which is approximately 83 sq. ft. The property

is owned by the same individual that owns the Flash Laundromat property, to the immediate northeast. In discussions with the property owner during their application for a SUP for the laundromat in the autumn of 2024, one of the required site improvements was for the property owner to sawcut and replace with grass the area between the sidewalk and the street curb. Staff is recommending that the Plan Commission impose a similar requirement, to bring the property more into compliance with the landscaping ratio requirements of the Zoning Code and offer a more cohesive look between the properties.

Finally, there is an iron railing on the front entrance to the building that has begun to deteriorate. The property owner indicated his intention is to sandblast the railing and will repaint it a dark gray/ taupe color. Staff recommend that the Plan Commission require it to be repainted and/or upgraded as a condition of approval.

Staff recommends approval and that a public hearing be scheduled for the May 20, 2025 Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for Mystic Touch, a proposed psychic services office, to be located at 4535 W. Forest Home Avenue, submitted by Donna Stevens, d/b/a Mystic Touch (Tax Key No. 531-0000-300), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 and 2 are required to be satisfied before the issuance of the Occupancy Permit. Items 3, 4, and 5 are required to be satisfied by June 30, 2025.)

1. A copy of an access easement agreement with the property owner to the east (4515 W. Forest Home Ave. Tax Key No. 531-2002-000) being submitted to the Engineering Division for review and approval, and then recording of the Agreement with the Milwaukee County Register of Deeds. The access easement agreement should include both parking and dumpster access, as necessary.
2. Removal of the inoperable vehicle and sundry barrels from the property.
3. Repair and repainting or replacement of the railing located on the front elevation of the property.
4. A permit being obtained from the Wisconsin DOT for landscaping work in the right-of-way related to the removal of pavement between the sidewalk and W. Forest Home Ave.
5. A letter being submitted to the Community Development Division stating that the paved area between the ramp on the front elevation of the building

and the sidewalk will be removed and replaced with landscaping by June 30, 2026. The landscape plan shall be submitted to the Community Development Division to be reviewed and approved by the City Forester, as applicable.

The applicant, Ms. Stevens, was present to answer questions.

Alderman Kastner asked about the status of the cross-access easement being developed by the property owner, who also owns the adjacent property, Flash Laundromat. Mrs. Vlach answered that Staff received a draft access easement from the property owner today, and it includes the property in question, 4535 W. Forest Home Ave, along with the Flash Laundromat property.

Motion by Mr. Weis, seconded by Mr. Krenz, to recommend Common Council approval of the Special Use Permit and Site Plan Review for Mystic Touch, a proposed psychic services office, to be located at 4535 W. Forest Home Avenue, submitted by Donna Stevens, d/b/a Mystic Touch (Tax Key No. 531-0000-300), subject to Plan Commission and staff comments, and authorize a public hearing to be scheduled for May 20, 2025. Motion carried unanimously.

- 5A. Special Use Permit for The Qahwa, a proposed limited-service restaurant, to be located at 6141 W. Layton Avenue, submitted by Jowad Fares d/b/a The Qahwa. (Tax Key No. 618-9996-004)**
- 5B. Site Review for The Qahwa, a proposed limited-service restaurant, to be located at 6141 W. Layton Avenue, submitted by Jowad Fares d/b/a The Qahwa. (Tax Key No. 618-9996-004)**

Items 5A and 5B may be considered together.

Overview and Zoning

The applicant, Jowad Fares, is proposing to occupy approximately 3,200 sq. ft. of tenant space within the multi-tenant commercial building located at 6121 and 6141 W. Layton Avenue. The Qahwa will offer coffee, lattes, matcha, refreshers, and baked goods. The applicant has management and experience operating small businesses. He will be participating in a training program with another Qahwa location in Illinois. The proposed hours of operation are 7:00am – 12:00am (midnight) Sunday through Thursday, and 7:00am – 1:00am Friday and Saturday. Staff recommends that the approved hours of operation match those of a similar business, Qamaria Yemeni Coffee, which has hours of operation from 6:00am to 12:00am (midnight), daily. The business will have 4 full-time employees and 2 part-time employees.

The property is zoned C2 - Community Commercial District, which permits limited-service restaurants as a Special Use. Since this is a new use within the commercial

building, a public hearing and a Special Use Permit are required. A public hearing can be scheduled as early as May 20, 2025.

Site Review

A site plan was not submitted, but the site is subject to review when the Plan Commission and Common Council consider a Special Use Permit. Staff visited the site on March 21, 2025, and found no issues.

The limited-service restaurant requires 48 parking spaces (15 spaces per 1,000 sq. ft.) and the remaining building's use (dentist office) requires 22 parking spaces (3.3 spaces per 1,000 sq. ft.), for a total of 70 parking spaces. A total of 54 stalls are provided, two of which are ADA stalls (three ADA stalls are required). The Common Council may waive the shortage.

Staff recommends approval and that a public hearing be scheduled for the May 20, 2025 Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for The Qahwa, to be located at 6141 W. Layton Avenue, submitted by Jowad Fares d/b/a The Qahwa (Tax Key No. 618-9996-004), 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 fats, oils and grease "FOG" Plan being submitted for review and approval to Jake Wiltzius, Plumbing Inspector, at jake.wiltzius@greenfieldwi.us.

The applicant, Mr. Fares, was present to answer questions.

Motion by Mr. Weis, seconded by Alderman Kastner, to recommend Common Council approval of the Special Use Permit and Site Plan Review for The Qahwa, to be located at 6141 W. Layton Avenue, submitted by Jowad Fares d/b/a The Qahwa (Tax Key No. 618-9996-004), subject to Plan Commission and staff comments, and authorize a public hearing to be scheduled for May 20, 2025. Motion carried unanimously.

6. **Site, Landscaping, and Architectural Plans for proposed new construction of a multi-family apartment complex, on property generally located on the west side of the 4400 block of S. 92nd Street, south and west of Fire Station 92, submitted by Bill Ohm, d/b/a Cobalt Partners, LLC and Eric Harrmann, d/b/a AG Architecture. (Tax Key Nos. 607-9981-006 and 607-9981-007)**

Overview

The two parcels included in the development contain 25.5 acres. The entirety of the parcels is zoned PUD 3 – Planned Unit Development. There are proposed to be 273 units across a total of 18 buildings. The development is proposed to be constructed in 4 phases: 78 units in Phase I, 69 units in Phases II and III, and 57 units in Phase IV.

The site plan shows a layout of 273 units made up of four 12-unit buildings, nine 15-unit buildings and five 18-unit buildings.

The 18-unit buildings would have an average of 1,102 sq. ft./unit; the 15-unit buildings would have an average of 1,108 sq. ft./unit; and the 12-unit buildings would have an average of 1,118 sq. ft./unit.

The format will be two-story, walk-up style homes with attached garages and larger footprints to appeal to young families. The unit arrangement alternates the orientation of garages. Amenities such as a large clubhouse, pool area, playground, and dog run support the family-friendly setting. Clubhouse amenities include: fitness room, media room, leasing office, package room, bathrooms, and a clubroom for entertainment. The clubhouse will require card access. It will be staffed during normal business hours of 9 to 5pm. Advanced notice will be needed to reserve the party room. The pool hours will be 9am to 9pm. These hours are subject to change based on the demands of the residents.

Site & Landscaping Review

The site layout includes a frontage road along the east side of the parcel and a handful of internal streets that will not become public right-of-way. The site is laid out with two (2) entrances/exits out to S. 92 St., lined up directly with W. Allerton Ave. and W. Bottsford Ave.

Each building will have its own address. The clubhouse will include a pool, grilling station, fire pit and lounge space for residents and their guests. The entire development includes various shared green space and two additional grill stations (with 2 grills at each) in between clusters of buildings for tenants to enjoy. A dog run will be located on the northern parcel, just west of the We Energies substation (this was moved at the request of the Plan Commission in December), and a mail pavilion will be located at the very southeast corner of the site, along S. 92 St. The development will have a total of six refuse enclosures. All tenants will be provided their own garbage cans in their garage. There will be a maintenance/car wash station (not visible from s. 92 St.), toward the north end of the site.

There are wetlands identified along the west lot line and in the southwest corner of the site that will remain. A public walking trail will be constructed along the south lot line and then head northwest to hook up to the undeveloped property to the west. The

walking trail will cut through that undeveloped parcel and eventually hook up to S. 99 St. and head north to connect with the Powerline Trail. Cobalt will have an easement agreement in place with the property owner of that undeveloped parcel to the west, to construct a stormwater (wet) retention pond on that parcel, for this development. Site restrictions, including the wetlands and no-build restrictions under the ATC power lines along the west side of the property, prevented sufficient space for the larger wet pond to be built on the site. There will be several smaller dry stormwater ponds scattered throughout the site.

The applicant has submitted civil engineering plans to the Engineering Division that are under review. Engineering staff has commented that prior to any construction taking place on site, the grading and utility plans must be finalized and approved at the staff level. Simultaneously to any site grading and construction, all public improvements and utility installation must take place.

The site includes a very extensive network of sidewalks since these are walk-up townhome style buildings. Each building will have sidewalks in the front leading to the private entrances and sidewalks connecting the buildings to each other and to the shared green spaces. The back of each building is designed with a garage entrance to each unit. Whenever possible, the rear/back of the buildings face each other. The site will also include a public sidewalk along the west side of S. 92 St.

A 6-ft. tall wood privacy fence will be constructed along the north property line that abuts single-family homes and along the west and south property lines of the Greenfield Fire Station, at their request. The fence will end at the We Energies substation property line.

On-site parking includes attached garages (328 stalls, averaging 1.2 covered stalls/unit) and uncovered site stalls (not including the clubhouse stalls) (345 stalls, averaging 1.26 stalls/unit). There will be 13 stalls for the clubhouse. The 345 surface stalls are broken down by guest parking (72 surface stalls for guests) and one (1) tandem surface parking stall behind each garage (273 tandem stalls). In total, the site will provide 686 off-street parking spaces for 273 units (2.51 stalls/unit). The required amount is 617. The Code requires that 50% of all off-street parking spaces required per dwelling unit (D.U.) shall be enclosed except those spaces required for guest parking. The 328 covered parking spaces exceeds the 50% requirement.

The City Forester's comments have been provided to the applicant, and the applicant has indicated that they will work with the Forester on a revision of the landscaping plan.

Lighting Plan

A photometric plan was submitted showing 11 aluminum light poles with cut-off LED fixtures within the parking lot/street network and three poles around the pool. Pole

heights vary, being either 13 ft. or 15 ft. in height. There will be four (4) 42" bollard luminaires around the mail pavilion and five in front of the club house. There will be decorative light fixtures on each of the buildings. Concrete bases will be 2 ft. in height. Footcandle measurements are zero at the lot lines, with the exception of a few readings along S. 92 St. at the driveway entrances.

Architecture

The style of each building is generally the same throughout the development. There are two color palettes used throughout the development. Each unit has its own private walk-up entry plus an entry through an attached garage. Each unit either has a second-floor balcony or a patio space at the ground-level entry. The ground-level entrances are all covered from weather elements from either an awning or the second-floor bump out. Building materials include a combination of: brick (with some brick fenestration for depth variation), fiber cement panels, fiber cement siding, Nichiha cedar-look fiber cement panels, and composite metal panels. The balconies will be constructed with glass railing. The roof will be constructed with asphalt shingles (details to be provided to staff). Fiber cement materials will be used for the fascia. Prefinished aluminum gutters and downspout locations are accurately shown on the building elevations, along with A/C unit locations. Single-hung operable windows will be included in the units and windows will be constructed with a cast stone sill.

The one-story clubhouse, the mail pavilion, and the maintenance/car wash facility will be constructed with the same combination of building materials as the apartment buildings. The four-sided refuse enclosures are constructed of brick with a man-door opening for tenants to go in and out of. The swinging gates will be constructed of a toughgate "flagstaff" PVC system.

All of the comments from the January 2023 Plan Commission review have been addressed in this most recent submittal.

Recommendation: Recommend Common Council approval of the Site, Landscaping, and Architectural Plans for proposed new construction of a multi-family apartment complex, on property generally located on the west side of the 4400 block of S. 92nd Street, south and west of Fire Station 92, submitted by Bill Ohm, d/b/a Cobalt Partners, LLC and Eric Harrmann, d/b/a AG Architecture (Tax Key Nos. 607-9981-006 and 607-9981-007)), subject to Plan Commission comments and staff comments and the following conditions:

(Items 1 through 4 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.)

1. A Civil Plan set and Stormwater Management Plan showing modifications/requirements as directed by the Engineering Division.
2. Payment of the City's impact fee of \$1,806.00 per new dwelling unit.
3. Permit application approvals from WDNR/MMSD for sanitary permits, WDNR/Milwaukee Water Works for water permits, and WDNR/MMSD for stormwater permits.
4. Execution of a signed Development Agreement between the developer and City of Greenfield, drafted by the Engineering Division.

Representatives for the applicant, Mr. Ohm and Mr. Yauck, were available to answer questions.

Mayor Neitzke asked who is installing the public walking trail through to 99th Street. Mr. Ohm responded that Cobalt Partners has secured the required easements to be able to install the path from their development to make the path connection. Mrs. Vlach confirmed that this stipulation would be included in the Developer's Agreement.

Mayor Neitzke asked the representatives if they were aware that the 92nd Street bridge would be replaced in the next 2 years, and the road straightened out. They confirmed they were aware.

Mr. Krenz asked if this development would be an extension of the 84 South TID. Mayor Neitzke stated that it would not, it will be its own separate TID. Mr. Krenz asked if anything was going to be done to bring the above-ground power lines underground. Mayor Neitzke stated that the lower lines are most likely fiber and/or cable, and the cost of burying them is astronomical. The City is not interested in taking on that cost, or asking the developers to take it on, either.

Mr. Carlson asked what the proposed rent would be. Mr. Yauck responded that a set rate hasn't been determined yet, but it would be market rate. Most likely around \$1,500 for the 1-bedroom units, up to \$3,000 for the 3-bedroom units.

Mayor Neitzke stated that the sewer lines for this development will need to connect to the 99th Street line. The cost of this required including the existing neighborhood east of 92nd Street in the new TID boundary. He stated that reconfiguring the sewer will help with persistent back-up issues in the surrounding neighborhoods.

Motion by Mr. Carlson, seconded by Alderman Kastner, to recommend Common Council approval of the Site, Landscaping, and Architectural Plans for proposed new construction of a multi-family apartment complex, on property generally located on

the west side of the 4400 block of S. 92nd Street, south and west of Fire Station 92, submitted by Bill Ohm, d/b/a Cobalt Partners, LLC and Eric Harrmann, d/b/a AG Architecture (Tax Key Nos. 607-9981-006 and 607-9981-007), subject to Plan Commission comments and staff comments, and authorize this item to be expedited to the April 15th, 2025 Common Council meeting. Motion carried unanimously.

11. Community Development Report

Mrs. Vlach stated that the Spring Mall property sale had closed on March 31. Qamaria Coffee had an article written about it in the Journal Sentinel recently. The article highlighted the temporary extension of hours for Ramadan. A photo of the Layton Preserve development made the cover of the April edition of the Municipality magazine.

12. Adjournment.

Motion by Mr. Weis, seconded by Mr. Carlson, to adjourn the April 8, 2025 Plan Commission meeting at 6:44p.m. Motion passed unanimously.

Respectfully submitted,

Anna Kissel
Planner

Distributed April 9, 2025