

**MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE GREENFIELD CITY HALL ON
TUESDAY, JUNE 10, 2025**

1. **The meeting was called to order at 6:03p.m. by Mayor Neitzke.**

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

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

2. **Approval of the Minutes from the May 13, 2025 meeting.**

Motion by Mr. Carlson, seconded by Mr. Krenz, to approve the minutes from the May 13, 2025 meeting. Motion passed unanimously.

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

Ms. Kissel stated that the massage parlor and the Qahwa coffee shop SUPs were approved. The Site Plan for Rosen Honda was also approved.

4. **Site & Landscaping Plan for AT&T Services, Inc., an existing telecommunication carrier, located at 3045 W. Grange Ave., to add two (2) gates and extend an existing 8ft. fence, submitted by Donald Roeber d/b/a AT&T Services, Inc. (Tax Key No. 668-8995-002)**

Overview and Zoning

The applicant, Donald Roeber, d/b/a AT&T Services, has submitted a site plan for the addition of two (2) gates and to extend their existing 8ft. fence. The purpose of this proposal is to provide greater security for the property. AT&T Services is located on the corner of W. Grange Ave. and S. 31st St. at the City's border with Milwaukee. The property is zoned Institutional District, which permits Wired Telecommunications Carriers as a Special Use. In nonresidential zoning districts, only the Plan Commission may approve of fences greater than six (6) feet in height. (Section 21.04.0803(B))

The existing fence is currently located along the southern property boundary and then runs along the east and west lot lines to enclose half the parking lot. In addition to the 8ft. black aluminum fence, a chain link fence with plastic slats extends along the remaining eastern property line and terminates at the northern property line. As part of

the project, the existing chain-link fence will be removed from the east side of the property. There are currently no gates on the property. The proposed fence will match the existing 8' tall black aluminum picket fence that is currently surrounding the rear parking lot. The existing fence in the middle of the parking lot will be removed as part of the project.

Upon inspection of the property, a few issues were discovered. Staff has corresponded with the applicant and the property owner to coordinate compliance and establish deadlines for when the issues will be addressed.

Throughout the site, lighting was not in compliance with code. Section 21.06.0401 requires that lighting fixtures have an angle of less than 90 degrees, meaning that lights must be parallel to the ground. The property owner has agreed to remove the large light located on the southwest corner roof of the building and will adjust the remaining pole-mounted fixtures to be parallel to the ground by mid-July.

While visiting the site, staff viewed a dumpster outside the existing dumpster enclosure and questioned whether the enclosure was sufficient to fit both dumpsters within. The owners stated that they will work with Waste Management to swap these out for smaller waste and recycling bins to ensure that they will fit inside the existing enclosure. The owners also offered to provide masking material to the enclosure gates to provide a site-proof result. They anticipate having these changes implemented by July 31st.

On the east side of the building, there is an exit door with a downspout emptying immediately next to it. The owner has agreed to add a downspout extension to direct water away from the entrance to prevent potential icing issues. The extension will be installed by mid-July. The property owner will coordinate with the Police Department and Fire Department regarding access to the site once the gates are installed and has already contacted the Fire Marshall regarding inspections and discussing a Knox box.

Staff recommends this item be expedited to the June 17th, 2025, Common Council meeting.

Recommendation: Recommend Common Council approval of the Site & Landscaping Plan for AT&T Services, Inc., an existing telecommunication carrier, located at 3045 W. Grange Ave., to add two (2) gates and extend an existing 8ft. fence, submitted by Donald Roeber, d/b/a AT&T Services, Inc. (Tax Key No. 668-8995-002), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 through 3 are required to be satisfied by July 31, 2025.)

1. All pole-lights and wall-mounted lighting are removed or repositioned to be parallel to the ground.

2. All dumpsters are relocated fully within the existing dumpster enclosure.
3. Installation of an extension to the downspout located immediately next to the eastern door for the purpose of directing stormwater flow further away from the building entrance.

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

Motion by Alderman Kastner, seconded by Mr. Weis, to recommend Common Council approval of the Site & Landscaping Plan for AT&T Services, Inc., an existing telecommunication carrier, located at 3045 W. Grange Ave., to add two (2) gates and extend an existing 8ft. fence, submitted by Donald Roeber, d/b/a AT&T Services, Inc. (Tax Key No. 668-8995-002), subject to Plan Commission and staff comments, and authorize this item to be expedited to the June 17, 2025 Common Council meeting. Motion carried unanimously.

5. **Site, Landscaping, & Architectural Plans for a proposed addition for Playtime Doggy Daycare, an existing business, located at 4333 S. 108th St., submitted by Gregg Pawelski, d/b/a Playtime Doggy Daycare. (Tax Key No. 609-9995-002)**

Overview

Playtime Doggy Daycare is located along the S. 108th St. commercial corridor south of Cold Spring Rd. The property is zoned C-4 Regional Business District which permits Pet Care (except Veterinary Services) as a Special Use. The applicant is proposing to expand their building by approximately 5,600 sq. ft., making the total building footprint approximately 11,800 sq. ft. There will be improvements to the rear parking area for staff and the addition of a dumpster enclosure. The hours of operation are not proposed to be changed from what is currently approved; Monday to Friday from 6am-8pm, Saturday and Sunday from 8am-5pm.

Architectural Plans

The main feature of this project is the addition of two new indoor play areas and approximately 30 new kennels. The rear parking area will be repaved and restriped, and a new dumpster enclosure will be added on the northwest corner of the property. There will need to be changes made to the existing stormwater management system on the property that the applicant will work on with the Engineering Division.

There will be minimal modifications to the existing building, and no modifications to signage or the outdoor play area.

The overall look of the current proposal is lacking in visual interest and would benefit from modifications to align better with the architecture of the existing building. Code requires that "Building elevations clad with a singular exterior surface material shall

provide some additional architectural design element(s) to break up the plane of the wall. This may be done by the addition of window(s), gable end wall treatments, siding design and accent panels, or other architectural design treatments consistent with the principal building design.” (Section 21.07.0402). In review of the current proposal, Staff does not feel that this requirement is being satisfied. Staff recommend that the Plan Commission request the applicant enhance the architectural design of the proposed building to better address the lack of architectural variety.

By example, on the western elevation, nearly half of the 110-foot elevation is unbroken by any architectural element. Even the addition of the metal overhead door and the metal swing door do little to break up the monotony of the elevation. Staff recommends that Plan Commission require that the applicant work with Staff to enhance the elevations to make them more architecturally meaningful.

Further, the eastern elevation, which will be visible from S. 108th St., brings up a similar issue. Simply, having the east elevation of the addition match the north/west elevation of the existing building is not compatible with meaningful architectural integrity. Instead, the east elevation should complement the east elevation of the existing building. While it would be unreasonable to expect the roofline to match, the addition of windows to help break up the solid wall would greatly enhance that elevation. Further, the metal overhead door should match the existing overhead door in style and trim. This will help create a far more cohesive look to the building.

Sec. 21.07.0402B (2, 5, 6) – Principles and standards of review

2. Building facade and appurtenance continuity. Building facades and appurtenances such as walls, fences, and landscape masses shall, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which such elements are visually related.

5. Directional expression and emphasis of building elevations. A building shall be visually compatible with the buildings, public ways, and places to which it is visually related in its directional character, whether this be vertical character, horizontal character, or nondirectional character.

6. Materials. Material selection for architectural design shall be based upon the prevailing material already used on existing buildings in the area. No building shall be permitted where any exposed facade is constructed or faced with a finished material that is aesthetically incompatible with other building facades in the area or which presents an unattractive appearance to the public and surrounding properties.

Site Review

The architectural plan review provides an opportunity for the City to check the overall condition of the property. The areas of the site that will not be affected by the addition are in good condition.

Staff recommends that this item be expedited to the June 17th Common Council meeting.

Recommendation: Recommend Common Council approval of Architectural Plans for a proposed addition for Playtime Doggy Daycare, an existing business, located at 4333 S. 108th St., submitted by Gregg Pawelski, d/b/a Playtime Doggy Daycare. (Tax Key No. 609-9995-002), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 and 2 are required to be satisfied prior to the issuance of any building permit associated with the proposed work.)

1. Revised site plan being submitted to the Community Development Division depicting the following: (a) addition of architectural elements, such as windows or accent panels, to satisfy the requirements of Section 21.07.0402, (b) details describing the proposed dumpster enclosure in compliance with Section 21.04.0802(K), and (c) notation added that all proposed doors and windows will be installed to match the existing doors and windows of the existing building.
2. Civil Plan Set being submitted to the Engineering Division for review and approval.

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

Motion by Mayor Neitzke, seconded by Mr. Carlson, to recommend Common Council approval of Architectural Plans for a proposed addition for Playtime Doggy Daycare, an existing business, located at 4333 S. 108th St., submitted by Gregg Pawelski, d/b/a Playtime Doggy Daycare. (Tax Key No. 609-9995-002), subject to Plan Commission and staff comments, and authorize this item to be expedited to the June 17, 2025 Common Council meeting. Motion carried unanimously.

- 6A. **Special Use Permit for Hacienda Chivolin Food Truck, a proposed food truck business, located at 5110 W. Loomis Rd., submitted by Floralia Tellez Ortiz, d/b/a Alvarez Line LLC (Tax Key No. 648-0031-003)**
- 6B. **Site Review for Hacienda Chivolin Food Truck, a proposed food truck business, located at 5110 W. Loomis Rd., submitted by Floralia Tellez Ortiz, d/b/a Alvarez Line LLC (Tax Key No. 648-0031-003)**

Items 6A and 6B may be considered together.

Overview and Zoning

Hacienda Chivolín, an existing full-service restaurant located at 5110 W. Loomis Rd., is proposing to operate a food truck home base out of the existing business. The property is zoned C-2 Community Commercial District, which permits mobile food services as a Special Use. The hours of operation would be 9am –10pm, daily.

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.

The primary issue identified during the site visit was landscaping. There is not an existing landscape plan on file and the current state of the landscaping on site is reflective of the lack of a plan. Throughout the site, weeds have been allowed to overtake landscape beds. In the landscape bed between the building and W. Loomis Rd., all plant material has been removed and weeds have been permitted to grow in the area. The lack of landscape plan prevents the City from ensuring that the property has an orderly and intentional approach to their landscaping. Staff is recommending that Plan Commission condition their approval on the applicant submitting a landscape plan to the City Forester for review and approval.

The restaurant requires 113 parking spaces, (15 per 1,000 sq. ft. of gross floor area), five of which need to be accessible spaces. There are 111 existing parking spaces, including five ADA stalls. The food truck will occupy two stalls. The Common Council may waive the shortage.

Staff recommends approval and that a public hearing be scheduled for the July 15, 2025, Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for the Hacienda Chivolín Food Truck, a proposed food truck business, located at 5110 W. Loomis Rd., submitted by Floralia Tellez Ortiz, d/b/a Alvarez Line LLC (Tax Key No. 648-0031-003), subject to Plan Commission and staff comments, and the following conditions:

(Items 1, 2, and 3 are required to be satisfied prior to the issuance of a Retail Food – Mobile Base License. Item 4 is required to be satisfied within 3 months of receiving approval from the City Forester of the landscape plan.)

1. A fats, oils and grease “FOG” Plan being submitted for review and approval to Jake Wiltzius, Plumbing Inspector, at jake.wiltzius@greenfieldwi.gov.
2. Submittal of an operational plan to the Community Development Division depicting and describing where the food truck will be parked and how

and when it will be cleaned. Specific language shall be included describing the washout of the food truck.

3. A landscaping plan being submitted to the Community Development Division and approved, contingent on feedback and approval from the City Forester.
4. Landscaping, per the approved landscaping plan, shall be installed.

The applicant, Ms. Tellez Ortiz, was available to answer questions.

Alderman Kastner indicated that he would not be in favor of approving the application without having a landscaping plan for the Plan Commission to review. Several Commissioners agreed. The applicant stated that she would speak with her landlord about the property and look for quotes for a landscaping company.

Direction from Mayor Neitzke to place this item on the July 8, 2025 Plan Commission meeting agenda.

- 7A. Special Use Permit for Neveria Las Maravillas, a limited-service restaurant, to be located at 6401 W. Forest Home Ave., submitted by Florentino Maravilla, d/b/a Neveria Las Maravillas. (Tax Key No. 572-8992-006)**
- 7B. Site Plan Review for Neveria Las Maravillas, a limited-service restaurant, to be located at 6401 W. Forest Home Ave., submitted by Florentino Maravilla, d/b/a Neveria Las Maravillas. (Tax Key No. 572-8992-006)**

Items 7A and 7B may be considered together.

Overview and Zoning

The applicant is proposing to open a limited-service restaurant at 6401 W. Forest Home Ave. The restaurant will serve over 30 different flavors of ice cream, in addition to other Mexican sweets. The owners have experience in the field, and this will be their second Milwaukee location. The proposed hours of operation are 11:00am to 9:00pm daily. There will be two full-time employees and two part-time employees.

The property is zoned C-3 Highway and Commercial Service Business District, which permits used limited-service restaurants as a Special Use.

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. The site was reviewed

in July 2024 as part of a Special Use Permit application for Hope 4 Faith Resale that had been planning to occupy the same tenant space. Hope 4 Faith Resale never opened.

During the site visit, all the issues that had been identified during the 2024 site visit had been addressed. These include repositioning of a wall-mounted light in the rear of the building, installation of handicap parking signs, and repair and restriping of the parking lot. During the most recent site visit, Staff found an unshielded flood light attached to the roof of the building in the front. Staff recommends that the light be shielded or replaced with a type of light that compliant with the lighting code Section 21.06.0401.

30 spaces are required for this use, and an additional 19 spaces are required for the other uses on the property. There are 18 regular parking stalls and one accessible stall on the property. The Common Council may waive the shortage.

Staff recommends approval and that a public hearing be scheduled for the July 15, 2025 Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for Neveria Las Maravillas, to be located at 6401 W. Forest Home Avenue, submitted by Florentino Maravilla, d/b/a Neveria Las Maravillas. (Tax Key No. 572-8992-006), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 and 2 are 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.gov.
2. The flood light attached to the front of the building is shielded or replaced with a type of light that is in compliance with the lighting code Section 21.06.0401.

The applicant, Florentino Maravilla, 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 Neveria Las Maravillas, to be located at 6401 W. Forest Home Avenue, submitted by Florentino Maravilla, d/b/a Neveria Las Maravillas. (Tax Key No. 572-8992-006), subject to Plan Commission and staff comments, and authorize a public hearing to be scheduled for the July 15, 2025 Common Council meeting. Motion carried unanimously.

- 8A. **Special Use Review for Matari Coffee, a limited-service restaurant, to be located at 4741 S. 76th St., submitted by Muayad Asad, d/b/a MK Coffee LLC (Tax Key No. 616-8996-001)**
- 8B. **Site Review for Matari Coffee, a limited-service restaurant, to be located at 4741 S. 76th St., submitted by Muayad Asad, d/b/a MK Coffee LLC (Tax Key No. 616-8996-001)**

Items 8A and 8B may be considered together.

Overview and Zoning

The applicant, Muayad Asad, is proposing to lease the existing tenant space located at 4741 S. 76th St. to establish Matari Coffee, a limited-service restaurant. The applicant has experience operating food and beverage businesses, including managing coffee shops and retail stores. Matari Coffee is a specialty coffee shop offering high-quality espresso drinks, brewed coffees, teas, and a variety of fresh, made-to-order items such as pastries and smoothies. The applicant anticipates having five (5) full-time employees and six (6) part-time employees.

The tenant space is approximately 2,500 sq. ft. in area. The property is zoned C-4 Regional Business District, which permits limited-service restaurants as a Special Use. The tenant space was recently vacated by Starbucks. A change in ownership authorizes Special Use Review by the Plan Commission and Common Council.

Site Review

A site plan was not submitted, by the Zoning Code allows for the comprehensive review of the condition of the site as part of the Plan Commission review. Upon visiting the site, Staff identified one issue with the site. There are a few dumpsters located outside of the dumpster enclosure areas. Staff recommends that a condition of approval be the dumpsters be placed in the appropriate locations, or a building permit application be filed with the Inspection Services Department for an additional dumpster enclosure space.

Staff recommends approval and that this item be expedited to the June 17, 2025, Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Review and Site Plan Review for Matari Coffee, a limited-service restaurant, to be located at 4741 S. 76th St., submitted by Muayad Asad, d/b/a MK Coffee LLC (Tax Key No. 616-8996-001), 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.
- Item 2 is required to be completed by August 31, 2025)

1. A fats, oils and grease “FOG” Plan being submitted for review and approval to Jake Wiltzius, Plumbing Inspector, at jake.wiltzius@greenfieldwi.gov.
2. The dumpsters be placed in the appropriate locations, or a building permit application be filed with the Inspection Services Department for an additional dumpster enclosure space.

Motion by Mayor Neitzke, seconded by Mr. Weis, to recommend Common Council approval of the Special Use Review and Site Plan Review for Matari Coffee, a limited-service restaurant, to be located at 4741 S. 76th St., submitted by Muayad Asad, d/b/a MK Coffee LLC (Tax Key No. 616-8996-001), subject to Plan Commission and staff comments, and authorize this item to be expedited to the June 17, 2025 Common Council meeting. Motion carried unanimously.

9. Community Development Report

Ms. Kissel stated that the grand opening for Cooper’s Hawk took place on May 19th, and the grand opening for the Turf Skatepark occurred on June 7th. The Auto Restyling Center received occupancy recently.

10. Adjournment.

Motion by Mr. Carlson, seconded by Mayor Neitzke, to adjourn the June 10, 2025 Plan Commission meeting at 6:50p.m. Motion passed unanimously.

Respectfully submitted,

Anna Kissel
Planner

Distributed June 16, 2025.