

**MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE GREENFIELD CITY HALL ON
TUESDAY, JULY 9, 2025**

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

ROLL CALL:	Mayor Neitzke	Excused
	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: Alderpersons Shirley Saryan & Andrew Drzewiecki; Jeff Katz, Director of Neighborhood Services; Gina Vlach, City Planner; and Anna Kissel, Planner.

2. **Approval of the Minutes from the June 10, 2025 meeting.**

Motion by Mr. Carlson, seconded by Mr. Weis, to approve the minutes from the June 10, 2025 meeting. Motion passed unanimously.

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

Ms. Kissel stated that the Special Use Permits for Zen Garden Bodywork and Rosa's Cocina were approved, along with the Site, Landscaping, and Architectural Plans for AT&T and Playtime Doggy Daycare, and the Special Use Review for Matari Coffee.

- 4A. **Special Use Permit for the UPS Store, a proposed private mail carrier business, to be located at 7915 W. Layton Ave., submitted by Ramzey Shawar, d/b/a RJ & KZ LLC, and Kirsten Coons, d/b/a Cushman & Wakefield. (Tax Key No. 616-8989-003)**

- 4B. **Site Review for the UPS Store, a proposed private mail carrier business, to be located at 7915 W. Layton Ave., submitted by Ramzey Shawar, d/b/a RJ & KZ LLC, and Kirsten Coons, d/b/a Cushman & Wakefield. (Tax Key No. 616-8989-003)**

Items 4A and 4B may be considered together.

Overview & Zoning

The applicant, Ramzey Shawar, is proposing to open a new UPS Store in a recently vacated 1,300 sq. ft. tenant space (previously occupied by SportClips) in the existing Sendik's Commons multi-tenant commercial building. The applicant currently operates

another UPS Store in Oak Creek and will use the skills and knowledge they have gained to make their new location a success.

The property is 7.45 acres and zoned C-4 Regional Business District. A private mail carrier business is a Special Use in this district. A public hearing, as required for a new Special Use Permit, can be scheduled as early as August 19, 2025. The UPS Store will offer a wide range of services, including packing, shipping, printing, mailbox rentals, and notary services. The proposed hours are 8:00am to 8:00pm, daily. There will be a total of six full-time employees.

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 only issue that Staff noted on the site visit was that there is only one dumpster enclosure for the entire site, which is not sufficient for the number of dumpsters currently utilized on site. The existing enclosure is sized to contain two (2) dumpsters to serve the ten (10) tenants within the multi-tenant building. Two of the tenants are limited-service restaurants and one tenant is a grocery store. The need for additional space for dumpsters is evidenced by the presence of two (2) unenclosed dumpsters located behind the building. Staff recommends that a condition of approval be that a site plan with sufficient dumpster enclosure space be submitted to the Community Development Division.

454 parking spaces are required for all the property's users (5 per 1,000 sq. ft.); there are 397 on the property. Common Council may waive the shortage. 9 accessible spots are required, and 17 are provided.

Staff recommends approval and that a public hearing be scheduled for the August 19, 2025, Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for UPS Store, a proposed private mail carrier business, to be located at 7915 W. Layton Ave., submitted by Ramzey Shavar, d/b/a RJ & KZ LLC, represented by Kirsten Coons, Cushman & Wakefield. (Tax Key No. 616-8989-003), subject to Plan Commission and staff comments, and the following conditions:

(Item 1 is required to be satisfied by August 31, 2025.)

1. Removal of the unenclosed dumpsters or a revised site plan be submitted to the Community Development Division showing a proposed location for screened refuse enclosures. Installation of the proposed screened enclosures

shall be completed within 12 (twelve) months of the revised site plan being approved.

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

Commissioner Braswell asked if the store would serve as an Amazon pickup location. The applicant confirmed that they would be an Amazon pickup location.

Motion by Mr. Weis, seconded by Mr. Krenz, to recommend Common Council approval of the Special Use Permit and Site Plan Review for UPS Store, a proposed private mail carrier business, to be located at 7915 W. Layton Ave., submitted by Ramzey Shawar, d/b/a RJ & KZ LLC, represented by Kirsten Coons, Cushman & Wakefield. (Tax Key No. 616-8989-003), subject to Plan Commission and staff comments, and schedule a public hearing for the August 19, 2025 Common Council meeting. Motion carried unanimously.

5. **Site Plan for EVgo, Inc., to install 8 electric vehicle charging stations in the existing Meijer grocery store parking lot, located at 5800 W. Layton Ave., submitted by Elizabeth Bragg, d/b/a Kimley-Horn & Associates. (Tax Key No. 602-9947-004)**

Overview and Zoning

The applicant, EVgo, Inc., has submitted a site plan for the addition of eight (8) new electrical vehicle charging stations on the west side of the Meijer parking lot. The property is zoned PUD Planned Unit Development District.

The new EV stations will be in addition to the twelve (12) stations that already exist on the property. In June 2022, the Plan Commission approved a similar application for 12 Tesla charging stalls (seen in the photo to the right). Those chargers are for Tesla vehicles only; these new chargers will work with any type of electric vehicle.

Site Review and Architectural Plans

The eight (8) proposed electrical vehicle charging stations will be located immediately south of the western entrance to the site. The stations will replace nine (9) parking stalls.

The only issue that Staff noticed on the site visit was that there was a lack of sufficient landscaping on the site. Upon review of the approved landscaping plan, a good number of the approved plants are missing from the site. Staff has discussed this issue with the applicant, and a plan to replace the missing plants has been developed and provided to Staff. Staff has also requested additional landscaping around the new EV charger's area and the applicant has provided that plan as well.

There are currently 673 parking spaces in Meijer's parking lot. There will be a net loss of one parking space. This is less than is required for the grocery store use, but the smaller number was approved when Meijer initially went for its Special Use Permit.

Staff recommends this item be expedited to the July 15th, 2025, Common Council meeting.

Recommendation: Recommend Common Council approval of the Site Plan for EVgo, Inc., to install 8 electric vehicle charging stations in the existing Meijer grocery store parking lot, located at 5800 W. Layton Ave., submitted by Elizabeth Bragg, d/b/a Kimley-Horn & Associates (Tax Key No. 602-9947-004), subject to Plan Commission and staff comments, and expedited to the July 15th Common Council meeting agenda, with the following conditions:

(Items 1 and 2 are required to be completed by the end of the planting season 2025).

1. All landscaping, per the approved landscaping plan, shall be installed by the end of the planting season 2025.
2. Additional landscaping in the disturbed area be added around the new above-ground electrical box for screening purposes.

Mr. Braswell stated that he would prefer the electrical box to be more screened from view from 60th Street. Ald. Kastner concurred and stated that it would be more important to add screening of the electrical box than to have more landscaping between the chargers.

Mr. Weis asked if the applicant had assessed whether the electrical grid in this area can handle the additional demand that the chargers would create.

Motion by Mr. Weis, seconded by Mr. Marshall, to recommend Common Council approval of the Site Plan for EVgo, Inc., to install 8 electric vehicle charging stations in the existing Meijer grocery store parking lot, located at 5800 W. Layton Ave., submitted by Elizabeth Bragg, d/b/a Kimley-Horn & Associates (Tax Key No. 602-9947-004), subject to Plan Commission and staff comments, and that the item be expedited to the July 15, 2025 Common Council meeting agenda. Motion carried unanimously.

6. Certified Survey Map for a proposed land division of 4343 W. Mallory Ave., submitted by Christopher and Praphasri Swenson, represented by Nick Draskovich, Endpoint Solutions. (Tax Key No. 647-1193-000)

The applicant owns this property and the property to the immediate southeast (5411 S. 43rd St.). This CSM will split the existing flag-shaped lot into one trapezoidal-shaped lot

(identified as Lot 1 on the purposed CSM) and a rectangular outlot (identified as Outlot 1 on the purposed CSM). It is anticipated that the new trapezoidal lot will be sold by the applicant and developed into a single-family home. The applicant cannot combine their lot with the new outlot because it is part of the subdivision to the west, while the property with their home on it is not part of the subdivision.

The lot is zoned R-2A Single-Family Residential District.

The applicant is aware that there are wetlands located on Lot 1 and will notify the future buyer of the site restrictions. There is a 30' utility easement through the middle of Outlot 1, making it undevelopable.

Staff recommends that this item be expedited to the July 15th Common Council meeting.

Recommendation: Recommend Common Council approval of Certified Survey Map for a proposed land division of 4343 W. Mallory Ave., submitted by Christopher and Praphasri Swenson, represented by Nick Draskovich, Endpoint Solutions (Tax Key No. 647-9946-003), subject to Plan Commission and staff comments, and that the item is expedited to the July 15th Common Council meeting agenda, with the following conditions:

(Items 1 & 2 are required to be satisfied before the CSM can be recorded with the Milwaukee County Register of Deeds.)

1. A revised Certified Survey Map being submitted to the Engineering Division, if needed.
2. A \$30.00 fee payable to the City of Greenfield for the CSM recording fee.

A representative for the applicant, Ms. Howard, was available to answer questions.

Mr. Weis stated that he had concerns that the potential new house would have larger setbacks than the rest of the homes in the subdivision. He also had concerns about development of this lot creating issues with the wetlands in the area and whether splitting the lot apart actually detracted from the lot's value.

Mr. Braswell was concerned that the lot wouldn't be buildable or that no potential buyers would want this property. Mrs. Vlach stated that the Engineering Division had reviewed the site and met with the applicant, and verified that the lot is buildable, even if the proposed CSM is not approved. Mr. Katz stated that the future driveway to the anticipated home would not cause an issue with the wetlands or drainage in the area.

Ms. Wojak stated that it is not the Plan Commission's role to determine if a lot is desirable for development, as long as City Staff have determined that a lot is buildable.

Motion by Mr. Carlson, seconded by Ms. Wojak, to recommend Common Council approval of Certified Survey Map for a proposed land division of 4343 W. Mallory Ave., submitted by Christopher and Praphasri Swenson, represented by Nick Draskovich, Endpoint Solutions (Tax Key No. 647-9946-003), subject to Plan Commission and staff comments, and that the item is expedited to the July 15, 2025 Common Council meeting agenda. On a roll call vote, the motion passed 6-1, with Mr. Braswell opposed and all other voting members in favor.

- 7A. **Special Use Permit for Lake Car Glass, a proposed automotive glass replacement supplier, to be located at 4420 S. 108th St., submitted by Matt Nazari, d/b/a Lake Car Glass, Inc. (608-9991-001)**
- 7B. **Site Review for Lake Car Glass, a proposed automotive glass replacement supplier, to be located at 4420 S. 108th St., submitted by Matt Nazari, d/b/a Lake Car Glass, Inc. (608-9991-001)**

Items 7A and 7B may be considered together.

Overview and Zoning

The applicant, Matt Nazari, is proposing to lease the existing tenant space located at 4420 S. 108th St., to relocate his business. The applicant has experience operating an auto glass supply business; he is moving to a different tenant space on the same property.

The property is zoned C-4 Regional Business District, which permits automotive glass replacement suppliers as a Special Use. A public hearing, as required for a new Special Use Permit, can be scheduled as early as August 19, 2025. The business is proposed to be open 7:00am to 4:00pm Monday through Friday and 7:00am to 2:00pm, Saturday and Sunday. The auto glass will be stored in cardboard sleeves on storage shelves. There will be one 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.

In the applicant's previous location, there have been issues in the past with auto glass being stored outside the building. During the Special Use Permit review of Blackbelt Leadership Academy in December 2023 (occupying another tenant space on this property), it was noted that auto glass was being stored outside. The property owner wrote a letter to the Community Development Division on January 24, 2024, stating that

the glass would be moved inside by the end of March 2024. The windshields were never moved inside. Staff recommends requiring a letter from the applicant stating that, in his new tenant space, glass will only be stored inside the building.

The existing freestanding sign, located along S. 108 St., is a legal nonconforming sign. The existence of the sign pre-dates the current Sign Code, and the Special Use Permit for Blackbelt Leadership Academy that was issued in December 2023 triggered conformance of the pylon sign within 24 months. Staff will work with the property owner to ensure compliance is achieved within the December 2025 deadline.

Staff recommends approval and that a public hearing be scheduled for the August 19, 2025, Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for Lake Car Glass, a proposed automotive glass replacement supplier, to be located at 4420 S. 108th St., submitted by Matt Nazari, d/b/a Lake Car Glass, Inc. (608-9991-001), subject to Plan Commission and staff comments, and the following conditions:

(Item 1 is required to be satisfied before the issuance of the Occupancy Permit)

1. A letter provided to the Community Development Division, from the applicant, stating that no glass will be stored outside the building.

The applicant, Matt Nazari, was present to answer questions.

Motion by Mr. Braswell, seconded by Mr. Carlson, to recommend Common Council approval of the Special Use Permit and Site Plan Review for Lake Car Glass, a proposed automotive glass replacement supplier, to be located at 4420 S. 108th St., submitted by Matt Nazari, d/b/a Lake Car Glass, Inc. (608-9991-001), subject to Plan Commission and staff comments, and schedule a public hearing for the August 19, 2025 Common Council meeting. Motion carried unanimously.

8. **Architectural Plans for Diamond Jim's, an existing business, located at 5265 S. 27th St., for an exterior remodel, submitted by Tom Letizia, d/b/a Diamond Jim's, represented by Scot Schmidt, d/b/a Schmidt Architects, LLC (Tax Key No. 645-0013-000)**

Overview and Zoning

The applicant, Tom Letizia, is proposing exterior changes to the existing commercial building located at 5265 S. 27th St., housing Diamond Jim's used car sales business. The exterior upgrades include a complete overhaul of the existing exterior, new windows, and a new entrance with a new channel-letter sign for the business.

The 0.41-acre property is zoned C-2 Community Commercial District. Used car sales is not a permitted or special use in any zoning district within the City. However, the existence of the used car dealership at this location predates this restriction and is therefore considered a legal non-conforming use in this district at this location. Due to the non-conforming use, the existing buildings are grandfathered and cannot be expanded by any means. Staff has worked closely with the applicant and the City Attorney to ensure that the proposed alterations are within the restrictions imposed on the grandfathered use.

Site Review

Overall, the site was in good condition. Staff noted the following things that need to be addressed:

There are a large number of vehicles parked on the site that were not located in painted stalls. Section 21.06.0202(F) requires that *“Off-street parking stalls shall be marked by painted lines or other approved material and shall be maintained to be legible at all times.”* Staff recommends restriping of the parking lot to be included as a condition of approval. During the site visit, transversing the site was made more difficult due to the disorderly parking of vehicles. The striping will promote the orderly placement of cars throughout the property and prevent situations where emergency vehicles are unable to access the site.

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.

Historic use of the property includes parking vehicles in the City’s Right-of-Way (ROW) on W. Upham Ave. Staff recommends that an agreement between Diamond Jim’s and the City be recorded, that Diamond Jim’s may continue to park their vehicles in the ROW until such time as the City reconstructs W. Upham Ave. and adds curbing to the street. At that time, the ROW use must be discontinued.

The existing freestanding sign is a legal nonconforming sign. The existence of the sign pre-dates the current Sign Code and the alteration to the exterior of the building on the property is a triggering event for the sign to be brought into conformity with the Sign Code within 24 months.

Architectural Review

The overall appearance of the proposed exterior changes is a notable improvement over the existing conditions. The corners and prominent entrance will consist of stone veneer panels, while the remainder of the building will be faux wood metal siding. There will be a significant increase in the amount of surface area occupied by windows. The roof

gabling will consist of standing seam metal roof panels. A new channel letter wall sign is being proposed for the building.

The two garage doors will be removed and replaced with floor-to-ceiling windows. The applicant has been made aware that once they remove the garage doors, they will not be allowed to add them back at a later time, as the doors are technically part of the non-conforming use.

Recommendation: Recommend Common Council approval of Architectural Plans for Diamond Jim's, an existing business, located at 5265 S. 27th St., for an exterior remodel, submitted by Tom Letizia, d/b/a Diamond Jim's, represented by Scot Schmidt, d/b/a Schmidt Architects, LLC (Tax Key No. 645-0013-000), subject to Plan Commission and staff comments and the following conditions:

(Item 1 is required to be satisfied before issuance of Building permits. Items 2 and 3 are required to be completed within 24 months.)

1. All pole-lights and wall-mounted lighting be removed or repositioned to be parallel to the ground.
2. The existing freestanding sign will be refreshed and repainted to match the proposed exterior changes to the building, within 24 months.
3. Striping of customer parking area, directional arrows, and a painted parking boundary along the S. 27th St. sidewalk to be completed within 24 months.

James Letizia, a representative for the applicant, was available to answer questions.

Mr. Letizia stated that, due to the nature of their business, there is a large amount of turnover and it would not be easy to comply with parking cars within the painted parking stalls, especially due to the space constraints on the site. Mr. Braswell stated that the site looks haphazard. Mr. Weis pointed out that they could not paint parking stalls in the Right-of-Way, where they currently park a number of vehicles.

Ms. Wojak stated that a compromise could be for Diamond Jim's to paint parking stalls for customer parking, and to add directional arrows so it is clear where customers are supposed to park. Ald. Kastner stated that he would like for there to be a boundary of some sort along the sidewalk of S. 27th St., such as curb stops. Ms. Wojak stated that those are a nightmare for plowing. Ald. Kastner stated that a painted boundary would suffice.

Ms. Wojak stated that she would be in favor of waiving the sign conformance requirement, as long as it is updated to have similar colors to the new exterior of the building. Other Commission members agreed.

Motion by Mr. Marshall, seconded by Mr. Carlson, to recommend Common Council approval of Architectural Plans for Diamond Jim’s, an existing business, located at 5265 S. 27th St., for an exterior remodel, submitted by Tom Letizia, d/b/a Diamond Jim’s, represented by Scot Schmidt, d/b/a Schmidt Architects, LLC (Tax Key No. 645-0013-000), subject to Plan Commission and staff comments, and authorize this item to be expedited to the July 15, 2025 Common Council meeting. Motion carried unanimously.

- 9A. 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)**
- 9B. 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 9A and 9B may be considered together.

Overview and Zoning

Hacienda Chivolin, 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 1.93-acre property is zoned C-2 Community Commercial District, which permits mobile food services as a Special Use. A public hearing, as required for a new Special Use Permit, can be scheduled as early as August 19, 2025. 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.

At the June 10th, 2025 Plan Commission meeting, the Plan Commission indicated that they would not be in favor of approving this application without being able to review a landscaping plan for the property. The applicant has provided a landscaping plan. It is in compliance with the code’s requirement for number and type of plantings. The City Forester has reviewed the plan as well.

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 August 19, 2025, Common Council meeting.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Plan Review for the 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), 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 by the Southwest Suburban Health Department. Item 4 is required to be satisfied 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.us.
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. The proposed landscaping plan is amended per the City Forester’s comments, if needed.
4. Landscaping, per the approved landscaping plan, shall be installed by August 31, 2025.

A representative for the applicant, Luiz Alvarez, was available to answer questions.

Mr. Alvarez stated that they have restriped the parking lot and weeded and added mulch to all the landscaping beds. He continued stating that they also have plans to add soundproofing around the windows and point the speakers away from exits. He stated that there are 12 employee parking spots behind the building, adjacent to their garbage enclosure, where the food truck will be parked.

Motion by Mr. Carlson, seconded by Alderman Kastner, to recommend Common Council approval of the Special Use Permit and Site Plan Review for the 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), subject to Plan Commission and staff comments, and to schedule a public hearing for the August 19, 2025 Common Council meeting. Motion carried unanimously.

- 10. Conceptual Plan Review for a proposed multi-tenant retail building, to be located at 4663 S. 51st St., submitted by Shayma Qasem, represented by Emad Nadi, ETN Engineering. (Tax Key No. 602-9976-001)**

Overview & Zoning

The applicant is seeking comments on their concept for a 6 to 8-tenant, 10,725 sq. ft. commercial building on this property, 4663 S. 51st St. For conceptual plan review, Plan Commission is provided the opportunity to comment on a “preview” of a forthcoming formal application. The Plan Commission does not vote on conceptual plan review applications, and the conceptual review does not go to the Common Council.

The property is located east of the Greenfield Police Department and north of Konkel Park. Properties to the immediate north and east are single-family homes. The applicant is open to the idea of one of the tenants being a drive-thru restaurant. Significant changes to the layout of the parking would need to be made in order to accommodate a possible drive-thru tenant. While a public hearing would not be required for the Site, Landscaping, and Architectural Review for the multi-tenant building, one would likely be needed once tenants are ready to move into the building, depending on the proposed uses. This property is 1.26 acres and is zoned C-2 Community Commercial District.

Conceptual Site Plan

The proposed building is 10,725 sq. ft. and is designed to support up to eight (8) individual tenants. The single-story building will have entrances that face W. Layton Ave. Entrances to the site will be located off W. Layton Ave. and S. 51st St. The location of these entrances has received approval from the appropriate agencies. A striped pedestrian crosswalk connects the sidewalk on W. Layton Ave. to the front of the building. Curb will be added throughout the site. A retaining wall will be constructed around the eastern and northern portion of the site to account for the change in elevation. The high points on the site are to the north and east.

Staff have significant concerns about the number of tenants proposed to be on this site. These concerns have been conveyed to the architect. Currently, there are over a dozen empty retail spaces available for lease in the City, and Staff does not anticipate the need for up to nine additional spaces. Each proposed space is approximately 1,200 sq. ft. The applicant has indicated that it is possible for a future tenant to combine the tenant spaces, but the building would initially be built without any interior walls and walls

would be added later based on tenant needs. However, the exterior of the building is designed for up to eight (8) individual tenants.

Staff would like to highlight a recently approved development in the City of Oak Creek with a more acceptable tenant density. The proposed building would be 8,735 sq. ft. and have three tenant spaces. If the density from the Oak Creek project were applied to this site, the maximum number of tenant spaces would be four (4).

Another major concern of the site plan is that space for only one dumpster within the proposed enclosure was proposed. As has been the case in many developments and redevelopments throughout the City, dumpster enclosures are a sticking point. Often, not enough space is allocated to the enclosures to support tenants and expansions are needed to address unenclosed dumpsters. The likely insufficient dumpster space is concerning as Staff is unable to evaluate the location for pickup or if enough refuse space is being provided. The Engineering Department has made multiple comments on the stormwater management for the site (a plan was not yet been submitted for review).

Despite a detailed landscaping plan not being provided for review, Staff still have a few comments on the overall site plan that relate to landscaping. Greenfield determines the required landscaping on new development sites in a number of ways; one of those is the requirement of a landscaping buffer between different zoning districts. The minimum required landscaping buffer for the north lot line is 25 ft., due to the property to the north being zoned R-3A and this property being C-2. The applicant indicated they are planning to install a fence on the northern lot line; this does not ameliorate the required setback. There are certain requirements that the Code enables Plan Commission to waive or approve reductions in some standards, however, landscaping buffer width is specifically called out as not able to be decreased.

The City also requires certain amounts of landscaping to be provided specifically in parking lot areas. Based on the code requirements, 1,080 sq. ft. of landscaped area is required to be provided in the parking area of the site. The minimum landscaping ratio is not met with the current proposal; 20% is required and the plan proposes 17%.

51 parking spaces are required; 54 are provided in the proposed plan.

Conceptual Architectural Plans

The variety of material and height of the proposed building is architecturally interesting and results in a visually appealing design. The majority of the façade will be cement woodgrain cladding in the color Ash, with protrusions and interest added with black ribbed metal wall panels, dark brown aluminum composite panels, stone cladding in the color White Elm, and cement woodgrain cladding in the color Redwood. Each of the tenants is proposed to have their own entrances and rear exit doors.

This is a conceptual plan; Staff does not provide a recommendation at this time.

Mohamad Khalek, a representative for the applicant, was available to answer questions.

Mr. Braswell asked if a traffic study has been conducted. Ms. Kissel stated that there had not been one. Ms. Wojak asked who the parallel parking spaces in the back are intended for. Mr. Khalek stated that those spots are intended for employees.

Ms. Wojak asked if the applicant had any specific tenants in mind already. Mr. Khalek stated that they didn't have any tenants lined up yet, but they were hoping for franchise tenants. Ms. Wojak stated that, often, franchises require a certain minimum square footage or they won't even consider a space. Mr. Khalek agreed and stated that the 8 tenant spaces is a maximum, it will likely be fewer due to the prospective tenants needing to combine multiple of the proposed tenant spaces. Mr. Weis suggested that the front elevation be designed with fewer tenants in mind if they anticipate an end outcome with fewer tenants.

Ald. Kastner stated that the building is too large for the site. The extreme size of the building makes it difficult to make the rest of the site work; the parking lot, the landscaping, etc. Mr. Carlson stated that a drive-through is not likely to work, due to the traffic in this area. Mr. Weis stated that the applicant needs to upgrade the look of the building on all sides, not just focus on the front.

Mr. Braswell asked if the uses would be family-friendly, considering that Konkel Park, the library, and an elementary school are all close by. Mr. Khalek stated that, yes, they are taking that into consideration, and they are envisioning a smoothie shop in one or two of the spaces. Mr. Marshall stated that if this development is done well, it could be a win-win situation for the applicant and the community. The Commissioners generally agreed that they would like to see outdoor seating and bike racks, more pedestrian-centered design choices, in the formal application for this item.

No action was taken on this item.

11. Site, Landscaping, & Architectural Plans for a proposed multi-tenant retail building, to be located at 4691 S. 27th St., submitted by Asaad Jaber, represented by Emad Nadi, ETN Engineering. (Tax Key No. 599-8888-001)

Overview & Zoning

The applicant is proposing a new 3-tenant, 3,900 sq. ft. commercial building on this property, located on the northwest corner of W. Layton Ave. and S. 27th St. A raze permit has been applied for and issued to the applicant. Approval or denial of this application does not impact the building removal or the subsequent environmental

remediation that may be needed on the site. Simply, the building may be razed, and the environmental remediation may commence regardless of any decision made concerning the site, landscaping, and architectural plans of this agenda item. The 0.37-acre property is zoned C-3 Highway Commercial District.

Site Plan Review

The proposed building is 3,889 sq. ft. and is designed to support up to three (3) individual tenants. The single-story building will have a single entrance on the southern property boundary from W. Layton Ave. The WisDOT, as part of their overall S. 27th Street project, has removed the previous access to this site from S. 27th St. As a result, the only access to the site will be off W. Layton Ave. Entrances to the tenant spaces will face S. 27th St. While a trash enclosure is shown immediately adjacent to the proposed building, no details have been provided about the enclosure.

Staff have several concerns with the proposed number of tenants in this location and the ability of the site to support those users. The amount of traffic three (3) separate tenants will generate is significantly more than the previous single-tenant would generate. The intersection of W. Layton Ave. and S. 27th St. is one of the busiest in the City and Staff has concerns about backups created by large amounts of turns into and out of this site. Further, there is no street parking on either S. 27th St. or W. Layton Ave., meaning that all parking must occur on-site. While the building itself only requires twenty (20) parking spaces and that many are proposed, certain users may require additional parking stalls, and the site will not have the capacity to accommodate such users. The location of the loading area included in the site plan is also concerning due to its potential impact on the site. If a larger box truck, for example, needed to enter the site, not only would using the loading area without impacting the single entrance to the site be difficult, but also the ability for delivery vehicles to exit the site would be problematic. Additionally, the location adjacent to parking stalls could cause conflicts if cars were parked in these spaces while unloading was occurring.

The code requires parking lot setbacks from all lot lines; 5 ft. from side and rear yards and 10 ft. from front yards. This site plan does not meet that requirement. Notably, the northern setback is only 2 ft. and would require the property owner to obtain an easement to the property to the north for access during construction. At this time, no information has been provided by the applicant identifying the distance between their proposed building and the existing commercial building to the north. Fire Code requires that all buildings be at least 10 ft. apart.

Code identifies the landscape surface ratio (LSR) requirement for this district of 20%; the proposed site layout has a LSR of 17%. Similarly, the Code requires landscaping specifically for parking areas. For the 20 required parking spaces, 400 sq. ft. of parking area landscaping is required. Unfortunately, the site plan provided lacks the necessary details needed to calculate if this has been satisfied.

Architectural Plans

The proposed building will mainly consist of brick veneer in the color Sandcastle, with accents provided by metal awnings and stone veneer in the color White Elm and cement woodgrain cladding in the color Redwood. The entirety of the building will be wrapped with a base of concrete blocks in the color Sea Salt and a concrete smoothface sill above. The southwestern tenant will have a false façade making it appear greater in height than what is present within.

Landscape Plans

No detailed landscape plans have been provided. Landscape Plans, as required by Section 21.07.0301, shall include the location, extent, type (common name and scientific name for plant materials), and size of proposed landscaping and landscape plantings in all areas of the proposed development including areas designated as a "Landscape Buffer yard Easement" and or for areas that are to serve as landscaped entrances or other special landscaped features of the development. Further, a summary table affixed to the "Landscape Plan" shall be submitted indicating all types, numbers, and sizes (at time of planting and at typical maturity) of all plant materials proposed to be used shall be indicated.

Staff recommend denial for the reasons mentioned above. Staff offered to have the application come before Plan Commission as a Conceptual Review instead of a full review and the applicant decided against it.

Recommendation: Recommend Common Council denial of the Site, Landscaping, & Architectural Plans for a proposed multi-tenant retail building, to be located at 4691 S. 27th St., submitted by Asaad Jaber, represented by Emad Nadi, ETN Engineering. (Tax Key No. 599-8888-001).

A representative for the applicant, Muhammad Ayesh, was available to answer questions.

Ald. Kastner stated that the proposed building placement doesn't make sense; he recommended the building be relocated to the northeast corner of the property. Mr. Weis agreed, saying that then customers would be able to pull straight in and not have to make a quick 180 turn. It would also make it easier for deliveries and garbage trucks. He also stated that the building is likely too large for the lot and making it smaller would help with the site constraints as well, such as better parking lot flow.

Ms. Wojak questioned the placement of the trash enclosure and its impact on the site. Specifically, she wondered if the proposed placement would result in the garbage truck blocking the only driveway for the site. Mr. Ayesh asked if the City would be willing to consider allowing for trash pickup to occur on the road instead of within the site.

Multiple Commissioners voiced concerns about traffic on adjacent streets and concluded that, because there is no parking on either S. 27th St. or W. Layton Ave., such an accommodation would not be feasible.

Mr. Weis asked if consideration had been made to relocating the building to the northeast corner of the site. Mr. Ayesh noted that the contaminated soil limits their ability to place the building because of the grading on the site. No grading plan had been provided at the time. Mr. Ayesh also stated that the recent installation of the storm sewer pipe would make a location at the northeast corner more difficult.

Ms. Wojak emphasized the benefit of relocating the building to the S. 27th St. frontage. She highlighted the location of a sidewalk, and a bus stop to underscore her point of relocation. The Commissioners emphasized the importance of getting this corner “right”, as it is one of the busiest in the City. Additionally, ensuring good traffic flow is important so as to not cause backups on W. Layton Ave.

Direction from Ald. Kastner to place this item on the August 12, 2025 Plan Commission agenda.

9. Community Development Report

Ms. Kissel stated that Loomis Crossing’s Building B has gotten their occupancy permit approved, and they can now begin leasing the apartments.

10. Adjournment.

Motion by Mr. Carlson, seconded by Ms. Wojak, to adjourn the July 8, 2025 Plan Commission meeting at 7:44p.m. Motion passed unanimously.

Respectfully submitted,

Anna Kissel
Planner

Distributed July 10, 2025.