

**MINUTES OF THE PLAN COMMISSION MEETING HELD AT THE GREENFIELD CITY HALL ON  
TUESDAY, NOVEMBER 11, 2025**

**1. The meeting was called to order at 6:00p.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

**2. Approval of the Minutes from the October 14, 2025 meeting.**

**Motion by Mr. Carlson, seconded by Mr. Braswell, to approve the minutes from the October 14, 2025 meeting. Motion passed unanimously.**

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

Mrs. Vlach stated that the rezoning of the two split-zoned parcels was approved. She also stated that the Special Use Permits for Metamorphosis Medi Spa, Goodyear Auto, and Adagio Sound Healing & Wellness were approved.

**4A. Special Use Review for Autoplex, a general auto repair shop, to be located at 5454 W. Forest Home Ave., submitted by Patty Ortiz, d/b/a Autoplex MKE LLC (Tax Key No. 556-8985-001)**

**4B. Site Review for Autoplex, a general auto repair shop, to be located at 5454 W. Forest Home Ave., submitted by Patty Ortiz, d/b/a Autoplex MKE LLC (Tax Key No. 556-8985-001)**

Items 4A and 4B may be considered together or separately.

**Overview and Zoning**

The applicant, Patty Ortiz, is proposing to operate Autoplex, a general auto repair business, in the existing buildings located at 5454 W. Forest Home Ave. The repair business will be a part of their existing used car sales business further east on W. Forest Home Ave., located in the City of Milwaukee. No used cars will be displayed for sale on this property, only repairs will be done at this location. The applicant has provided the

following statement regarding the sale of cars on the property, “This email will serve as verification we will not have any cars for sale at the location 5454 W. Forest Home Ave., Greenfield, WI 53220.”

The proposed use, a general auto repair business, is a Special Use in the C-2 Community Commercial District. The previous tenant, Dave’s Garage, also operated a general auto repair business. A change in tenant authorizes a Special Use Review by Plan Commission and Common Council. Staff recommends that this item be expedited to the November 18, 2025 Common Council meeting.

The proposed hours of operation are 8:00am to 7:00pm daily. The hours of operation for Dave’s Garage were 8:00am to 5:00pm, Mondays through Fridays and 8:30am to 12:30pm Saturdays. There will be eight (8) full-time employees and three (3) part-time employees.

The applicant has also purchased the near-vacant parcel to the southwest (shown on the map outlined in orange). The only building on the property is a garage. The applicant has been notified that if they wish to expand their business operations to that parcel as well, they will need to combine the two parcels via Certified Survey Map.

#### **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 a Special Use Review.

The site has recently been resurfaced and striped, therefore the new site layout will provide a more orderly layout for the parking of vehicles. The applicant will be improving the existing sign by adding a masonry base and greenery, in addition to updating the face of the sign. There are two (2) driveway signs that will be repainted and updated with the new business.

The previous dumpster enclosure, that had been located on the site, has been mostly removed. Only the rear fence and the concrete pad remain of the dumpster enclosure. Staff have explained to the applicant that code requires a dumpster enclosure and that a new one will need to be constructed.

The proposed business requires 32 parking spaces (2 spaces per 1,000 sq. ft. of floor area plus 1 space per employee and one for each company vehicle). A total of 28 stalls are provided on the property. Common Council may waive the shortage.

#### **Architectural Updates**

The applicant will be painting most of the buildings’ exterior to match their existing buildings’ color scheme. The walls will be painted gray, the downspouts and doors on the front building will be black, the garage doors on the rear building will be white, and

the trim on both buildings will be red. The stone on the front building will not be painted.

Staff recommends approval and that that item be expedited to the November 18, 2025 Common Council meeting.

**Recommendation:**

Recommend Common Council approval of the Special Use Review and Site Review for Autoplex, a general auto repair shop, to be located at 5454 W. Forest Home Ave., submitted by Patty Ortiz, d/b/a Autoplex MKE LLC (Tax Key No. 556-8985-001), subject to Plan Commission and Staff comments.

(Item 1 must be satisfied by November 30, 2026. Item 2 must be satisfied before the issuance of an Occupancy Permit.)

1. A revised site plan being submitted to the Community Development Division showing a proposed location for screened refused enclosure(s). Installation of the proposed screened enclosure(s) shall be completed within twelve (12) months of the revised site plan being approved.
2. A letter be submitted to the Community Development Division stating that the applicant will never display used vehicles for sale on this property.

The applicant, Patty Ortiz, was present to answer questions.

Mayor Neitzke asked the applicant to confirm that it is auto repair and not auto sales, including the storage of vehicles to be sold. Ms. Ortiz stated that their existing Autoplex locations bring in and sell approximately 60-65 vehicles per month. Mr. Braswell asked for additional information on how long it takes to complete reconditioning. Ms. Ortiz explained that, if they purchase a vehicle to sell on a Monday, they will usually have it for sale on Wednesday or Thursday of the same week. She continued stating that this location will only be used for repairing vehicles to sell, there will be no vehicles displayed for sale on this property.

**Motion by Mr. Weis, seconded by Mr. Marshall, to recommend Common Council approval of the Special Use Review and Site Review for Autoplex, a general auto repair shop, to be located at 5454 W. Forest Home Ave., submitted by Patty Ortiz, d/b/a Autoplex MKE LLC (Tax Key No. 556-8985-001), subject to Plan Commission and Staff comments., and add this item to the agenda for the November 18, 2025 Common Council meeting. Motion carried unanimously.**

- 5A. **Special Use Review for Dunali Pizza, a proposed limited-service restaurant to be located at 4751 S. 76th St., submitted by Aesha Tahir, d/b/a Dunali Pizza (Tax Key No. 616-8996-001).**
- 5B. **Site Review for Dunali Pizza, a proposed limited-service restaurant to be located at 4751 S. 76th St., submitted by Aesha Tahir, d/b/a Dunali Pizza (Tax Key No. 616-8996-001).**

Items 5A and 5B may be considered together or separately.

### **Overview & Zoning**

The applicant, Aesha Tahir, is proposing to operate Dunali Pizza, a proposed Indian-fusion pizza restaurant, in the 2,000 sq. ft. commercial tenant space within the multi-tenant building at 4751 S. 76<sup>th</sup> St. This tenant space was previously occupied by Lou Malnati's pizza restaurant.

The applicant has extensive experience in the food service industry, including management operations.

The proposed use, a limited-service restaurant, is a Special Use in the C-4 Regional Business District. The previous tenant, Lou Malnati's, had a Special Use Permit for a limited-service restaurant. A change in tenant authorizes a Special Use Review by Plan Commission and Common Council. Staff recommends that this item be expedited to the November 18, 2025 Common Council meeting.

The proposed hours of operation for Dunali Pizza are 11:00am to 12:00am (midnight), daily. Lou Malnati's, the previous tenant, was open Monday – Thursday 4:00pm to 10:00pm, Friday – Saturday 11:00am to 11:00pm, and Sunday 11:00am to 9:00pm. There will be two (2) full-time and two (2) part-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 a Special Use Review. The site was recently reviewed in June 2025 as part of the Special Use Review for Matari Coffee.

At that time, the only issue identified was that dumpsters were located outside the dumpster enclosure. As a condition of approval, the dumpsters were to be located within the enclosures, or an additional enclosure was to be constructed to accommodate all dumpsters needed on the property.

Upon the most recent visit of the site, Staff found that there were still dumpsters located outside of the dumpster enclosure areas. Staff recommends that a condition of approval be that the dumpsters are placed in the appropriate locations, or a building

permit application is filed with the Inspection Services Department for an additional dumpster enclosure. Additionally, staff observed a few piles of items being stored outside the rear entrance to a tenant space. Staff recommends requiring that these items be removed or relocated inside.

The proposed business requires 10 parking spaces (5 per 1,000 sq. ft.) and the remaining building requires 43 (5 spaces per 1,000 sq. ft.), for a grand total of 53 parking spaces. A total of 96 stalls are provided on the property.

Staff recommends approval and that this item be expedited to the November 18<sup>th</sup> Common Council meeting.

**Recommendation:** Recommend Common Council approval of the Special Use Review and Site Review for Dunali Pizza, a proposed limited-service restaurant to be located at 4751 S. 76th St., submitted by Aesha Tahir, d/b/a Dunali Pizza (Tax Key No. 616-8996-001), 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. Item 3 is required to be satisfied by January 31, 2026.)

1. A fats, oils and grease “FOG” Plan being submitted for review and approval to Jake Wiltzius, Plumbing Inspector, at [jake.wiltzius@greenfieldwi.gov](mailto:jake.wiltzius@greenfieldwi.gov).
2. Any items currently being stored outside are relocated or removed from site.
3. All dumpsters be placed inside the existing enclosure, or a building permit application be filed with the Inspection Services Department for an additional dumpster enclosure, in compliance with Section 21.04.0803(K).

**Motion by Mayor Neitzke, seconded by Mr. Weis, to recommend Common Council approval of the Special Use Review and Site Review for Dunali Pizza, a proposed limited-service restaurant to be located at 4751 S. 76th St., submitted by Aesha Tahir, d/b/a Dunali Pizza (Tax Key No. 616-8996-001), subject to Plan Commission and staff comments,, and to add this item to the November 18, 2025 Common Council meeting agenda. Motion carried unanimously.**

- 6A. **Special Use Review for Taquería Los 3 Carnales, a proposed full-service restaurant and food truck home base, to be located at 4555 W. Forest Home Ave., submitted by Alfredo Cardenas Zapot, d/b/a Taquería Los 3 Carnales (Tax Key No. 531-2001-000)**
- 6B. **Site Review for Taquería Los 3 Carnales, a proposed full-service restaurant and food truck home base, to be located at 4555 W. Forest Home Ave., submitted by Alfredo Cardenas Zapot, d/b/a Taquería Los 3 Carnales (Tax Key No. 531-2001-000)**

Items 6A and 6B may be considered together or separately.

**Overview and Zoning**

The applicant, Alfredo Cardenas Zapot, is proposing to operate Taquería Los 3 Carnales, a full-service restaurant and food truck home base in the 2,500 sq. ft. building located at 4555 W. Forest Home Ave. This property was previously the home to Kalibres Restaurant & Bar.

The applicant has over 20 years of experience in the restaurant industry and 3 years of managerial experience. Sample menu items include tacos, burritos, enchiladas, fajitas, and more.

The applicant is also proposing to be the home base for two (2) food trucks. When on site, the food trucks will be parked behind the building, along the rear fence, out of the way of customer parking.

The proposed hours of operation are 7:00am to 11:00pm daily. The previous occupant, Kalibres Restaurant & Bar, had the same approved hours. There will be four (4) full-time employees and six (6) part-time employees.

The proposed uses, a full-service restaurant and a food truck home base, are a Special Use in the C-2 Community Commercial District. The previous tenant, Kalibres, had a Special Use Permit for a full-service restaurant that included food trucks. A change in tenant authorizes a Special Use Review by Plan Commission and Common Council. Staff recommends that this item be expedited to the November 18, 2025 Common Council meeting.

**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 a Special Use Review. The applicant is not proposing any exterior modifications at this time. During the site visit, staff noticed a couple of issues.

A number of exterior lights were not parallel to the ground. 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 applicant has been made aware of the issue and has agreed to adjust the wall fixtures to be parallel to the ground.

Prior to Kalibres Restaurant & Bar, the building was occupied by Burger King and included a full drive thru lane with a menu board and a pick-up window. The applicant has indicated that they will use the pick-up window for call-in orders, similar to the mobile order pickup approach by Chipotle (8515 Sura Lane). Because the drive-thru lane

will not be used for ordering, staff recommends removal of the existing menu board. Should the applicant wish to offer drive-thru ordering in the future, staff would be supportive of reinstalling the menu board at that time.

The proposed use, a full-service restaurant, requires 25 parking spaces (10 per 1,000 square feet). The property provides 39 spaces.

Staff recommends that this item be expedited to the November 18, 2025 Common Council meeting.

**Recommendation:** Recommend Common Council approval of the Special Use Review and Site Review for Taquería Los 3 Carnales, a proposed full-service restaurant and food truck home base, to be located at 4555 W. Forest Home Ave., submitted by Alfredo Cardenas Zapot, d/b/a Taquería Los 3 Carnales (Tax Key No. 531-2001-000), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 through 4 are required to be satisfied prior to the issuance of 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](mailto: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. All exterior lights not currently in compliance with Section 21.06.0401 are removed or brought into compliance.
4. Removal of the existing drive-thru sign unless a drive-thru will be part of the applicant’s business operations. If a drive-thru is part of business operations, then the existing sign must be repaired or replaced, obtaining all required permits, as applicable.

The applicant, Alfredo Cardenas Zapot and his wife, Sandra Lopez, were available to answer questions.

Ms. Wojak asked if there would be live music. Ms. Lopez stated that there would not be loud music and they did not intend to have live music either.

**Motion by Mr. Carlson, seconded by Mr. Krenz, to recommend Common Council approval of the Special Use Review and Site Review for Taquería Los 3 Carnales, a**

**proposed full-service restaurant and food truck home base, to be located at 4555 W. Forest Home Ave., submitted by Alfredo Cardenas Zapot, d/b/a Taquería Los 3 Carnales (Tax Key No. 531-2001-000), subject to Plan Commission and staff comments, and to add the item to the November 18, 2025 Common Council meeting agenda. Motion carried unanimously.**

- 7. Certified Survey Map for a proposed lot line adjustment between 3380 S. 108th St. and 3260 S. 108th St., submitted by Jeanette Liesen, d/b/a LJL Holdings LLC and Michael Ratzburg, d/b/a raSmith (Tax Key Nos. 524-8978-003 & 524-8980-003)**

**Overview and Zoning**

This CSM will take approximately 5,000 sq. ft. from the northern parcel and add it to the southern parcel. This area has been leased by the owner of the southern parcel for years for use as a parking lot. This paved parking area is only accessible from the southern parcel.

The proposed lot is compliant with minimum lot width, depth, and square footage for the C-4 Regional Business District.

Staff recommends that this item be scheduled for the November 18, 2025 Common Council meeting.

**Recommendation:** Recommend Common Council approval for a proposed lot line adjustment between 3380 S. 108th St. and 3260 S. 108th St., submitted by Jeanette Liesen, d/b/a LJL Holdings LLC and Michael Ratzburg, d/b/a raSmith (Tax Key Nos. 524-8978-003 & 524-8980-003), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 and 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 is submitted to the Engineering Division, if needed.
2. A \$30.00 fee payable to the City of Greenfield for the CSM recording fee.

The applicant, Jeanette Liesen, was present to answer questions.

**Motion by Mr. Carlson, seconded by Mr. Braswell, to recommend Common Council approval for a proposed lot line adjustment between 3380 S. 108th St. and 3260 S. 108th St., submitted by Jeanette Liesen, d/b/a LJL Holdings LLC and Michael Ratzburg, d/b/a raSmith (Tax Key Nos. 524-8978-003 & 524-8980-003), subject to Plan**

**Commission and staff comments, and schedule the item for the November 18, 2025 Common Council meeting. Motion carried unanimously.**

- 8. Site, Landscaping, and Architectural Plans for proposed addition to Whitnall High School, located at 5000 S. 116th St., submitted by Todd Iverson, a representative for Whitnall School District, and Ryan Sands, d/b/a Bray Architects, Inc. (Tax Key No. 612-8978-007)**

**Project Overview**

This project consists of an addition and renovations to Whitnall High School as part of the successful November 2024 referendum. The scope of site development will include the building addition, reworking the adjacent parking lots and drives, storm water management, and a new transformer.

Construction is anticipated to begin Spring 2026 with completion by end of Summer 2027.

**Site Plan**

The building addition will include an entry lobby, swimming pool, locker rooms, pool spectator seating, and associated support spaces. The project also includes areas of renovation, adding windows to the existing pool (new fitness and wrestling), reas of one-for-one window replacements on the existing building, partial roof replacement, potentially renovating the main entry exterior, repainting some of the existing teal metal panels gray, and replacing the chiller and generator.

The asphalt parking and drives to the west and north of the addition are being revised to accommodate the addition, adjust to new site grading, and improve access to the addition entry including additional accessible parking spaces. A new ground-mounted transformer is located to the north of the addition and will be screened by landscaping. To provide storm water management, a small bio-retention basin (rain garden) is planned to the north across the drive from the addition.

The use of the site requires 272 parking spaces (1 space per employee plus 1 space per 7 students). Even with the removal of two rows of parking due to the addition, there will still be 447 parking spaces on the property.

New site lighting will include downlighting within the canopy on the building addition and accent lighting on the wall below the canopy, lit bollards along the sidewalk below the canopy, wall pack fixtures (downlighting) on the addition, and pole-mounted downlight fixtures at the parking. Landscaping will be provided within the impacted areas in compliance with landscaping requirements in the zoning ordinance.

### **Architectural Plans**

The addition exterior is designed to complement the existing building through the use of a similar brick and elements of the existing design. The addition includes two types of metal panels, flat panels and architectural angled ribbed panels, in gray tones that relate to existing gray metal panels at areas of recent window replacements.

The addition entry also includes a long canopy element, similar to the main entry to the school, and the underside of the canopy will be clad in a wood-look flat metal panel to add warmth to the entry. The windows on the addition utilize clear anodized aluminum frames, like areas of windows on the existing building, and will utilize both clear and translucent glass to provide daylight while also managing direct sun and glare in the pool. Windows on the science wing of the existing building are being replaced as part of the project with clear anodized aluminum frames.

The existing pool portion of the building (new fitness and wrestling) will have windows added as part of the project with metal panel accents matching the addition, which further helps architecturally tie the addition and the existing building together.

The addition will have backlit letter signage near the entry, as well as a piece of backlit falcon logo artwork mounted on the building. All new signage, whether permanent or temporary, requires a sign permit application.

### **Landscaping Plans**

The City Forester has reviewed the plans and provided feedback to the applicant.

Staff recommend approval and that this item be placed on the November 18, 2025 Common Council meeting agenda.

**Recommendation:** Recommend Common Council approval of the Site, Landscaping, and Architectural Plans for proposed addition to Whitnall High School, located at 5000 S. 116th St., submitted by Todd Iverson, a representative for Whitnall School District, and Ryan Sands, d/b/a Bray Architects, Inc. (Tax Key No. 612-8978-007), subject to Plan Commission and Staff comments, and the following conditions:

(Items 1 through 3 are required to be satisfied before the issuance of building permits)

1. The Landscaping Plan is revised and approved by the City Forester.
2. A Civil Plan and Stormwater Management Plan is submitted to the Engineering Division for review.
3. Review and approval of a storm water management plan by MMSD/ WI DNR.

Brady Reinke, superintendent of the Whitnall School District, was available to answer questions. Additionally, Stacy Mleziva with Bray Architects and Brian Boeding with Kapur & Associates were also available.

Mr. Weis asked about the new parking area being installed to the west of the addition. He asked, if the intention is to have one-way traffic in that area, if the parking stalls shouldn't have angled parking stalls instead. Ms. Mleziva stated that she will speak to her colleagues about making that change.

**Motion by Alderperson Kastner, seconded by Mr. Weis, to recommend Common Council approval of the Site, Landscaping, and Architectural Plans for proposed addition to Whitnall High School, located at 5000 S. 116th St., submitted by Todd Iverson, a representative for Whitnall School District, and Ryan Sands, d/b/a Bray Architects, Inc. (Tax Key No. 612-8978-007), subject to Plan Commission and Staff comments, and schedule this item for the November 18, 2025 Common Council meeting. Motion carried unanimously.**

9. **Site, Landscaping, and Architectural Plans for a proposed multi-tenant retail building, to be located at 4663 S. 51st St., submitted by Shayma Qasem, represented by Emad Nadi, d/b/a ETN Engineering (Tax Key No. 602-9976-001)**

#### **Overview & Zoning**

The applicant is proposing to construct a multi-tenant retail building on the vacant property located at 4663 S. 51<sup>st</sup> St.

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. 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.

The property is 1.26 acres and is zoned C-2 Community Commercial District.

#### **Key Differences from the July 8<sup>th</sup> Conceptual Review**

- The maximum number of tenants has decreased from nine (9) down to five (5)
- The site is designed in a way that will not allow drive-thru restaurant use
- There is a 25 ft. landscaping buffer between this property and the residential one to the north
- Changes to building materials

#### **Site Plan**

The single-story building will have shop entrances that face W. Layton Ave. Drive entrances to the site will be located off W. Layton Ave. and S. 51<sup>st</sup> 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.

The building is designed to house up to five (5) retail tenants. While the decreased number of tenants is a much better fit for the site, Staff is still concerned about the seemingly insufficient number of dumpster enclosures for the proposed number of tenants.

There is an outdoor seating area planned for the east side of the building. The applicant doesn't have a specific tenant lined up for the eastern tenant space, but they anticipate a casual restaurant use that will benefit from the outdoor seating.

The proposed use, multi-tenant retail, requires 48 parking spaces (5 per 1,000 sq. ft.). A total of 53 spaces are provided.

#### **Architecture Plan**

The building façade incorporates high-quality architectural materials such as burnished masonry, fiber-cement panels, aluminum composite panels, and decorative stone veneer. The storefronts feature large insulated glazing units to enhance visual transparency and daylighting.

#### **Landscaping Plan**

While the final plan is still being reviewed by the City Forester, the adjustments made from the conceptual plan to the current proposal are positive.

Staff recommends approval and that this item be scheduled for the November 18, 2025 Common Council meeting.

**Recommendation:** Recommend Common Council approval of the Site, Landscaping, and Architectural Plans for a proposed multi-tenant retail building, to be located at 4663 S. 51st St., submitted by Shayma Qasem, represented by Emad Nadi, d/b/a ETN Engineering (Tax Key No. 602-9976-001), subject to Plan Commission and Staff comments, and the following conditions:

(Items 1 through 3 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. Items 4 and 5 are required to be satisfied prior to the issuance of a Certificate of Occupancy)

1. A Civil Plan set and Stormwater Management Plan showing modifications/ requirements as directed by the Engineering Division.

2. Permit application approvals from WDNR/MMSD for sanitary permits, WDNR/Milwaukee Water Works for water permits, and WDNR/MMSD for stormwater permits.
3. Execution of a Stormwater Management Maintenance Agreement with the City.
4. A landscaping plan being submitted to the Community Development Division and approved, contingent on feedback and approval from the City Forester.
5. Landscaping, per the approved landscaping plan, shall be installed.

Representatives for the applicant, Mohamad Khalek, Moe Saed, and Ron Issleb from Khalek Building Services, were available to answer questions.

Mr. Khalek stated he spoke with the architect and that the manhole could be moved to better accommodate the dumpster enclosure. Mr. Weis stated that a larger enclosure than the one proposed would better accommodate recycling and garbage dumpsters. Mayor Neitzke and Ms. Wojak both highlighted that the enclosure could be in the striped area located to the west of the proposed location.

Mr Krenz asked for additional information about the retaining wall. Mr. Khalek stated that there will not be a retaining wall on the north side of the property. He explained that the architect determined that the wall would not be necessary given the grade difference between the properties.

**Motion by Mr. Weis, second by Mr. Braswell, to recommend Common Council approval of the Site, Landscaping, and Architectural Plans for a proposed multi-tenant retail building, to be located at 4663 S. 51st St., submitted by Shayma Qasem, represented by Emad Nadi, d/b/a ETN Engineering (Tax Key No. 602-9976-001), subject to Plan Commission and Staff comments, and to place this item on the November 18, 2025 Common Council meeting agenda. Motion carried unanimously.**

**10. Ordinance to amend Chapter 21 of the Municipal Code to create subsection 21.04.0805(K) pertaining to drop-off boxes located on private property.**

**Overview & Zoning**

Currently, there are no clear regulations in the Municipal Code relating to drop-off boxes. As such, the goal of the proposed amendment is to remove ambiguity and provide clear direction for the presence of drop-off boxes in the City. Typically, these drop-off boxes are large containers, often found in parking lots, for collecting donations.

In addition to not having clear guidance from the code on the regulation of these boxes, there have also been several issues that have arisen related to them. Primarily, items that should be inside the box end up being located adjacent to the box and become a nuisance. Once this ordinance goes into effect, any existing drop-off boxes will become legal nonconforming. Any drop-off box that is currently located within the City may stay, but they cannot be changed or their location moved and no new boxes may be installed. Staff will create an inventory of existing boxes to enforce the ordinance, if it is adopted.

The proposed Ordinance amendment would require a public hearing before the Common Council, which could be scheduled as soon as the December 16, 2025 Common Council meeting.

**Recommendation:** Recommend Common Council approval of the Ordinance to amend Chapter 21 of the Municipal Code to create subsection 21.04.0805(K) pertaining to drop-off boxes located on private property, subject to Plan Commission and staff comments.

**Motion by Mayor Neitzke, second by Alderman Kastner, to recommend Common Council approval of the Ordinance to amend Chapter 21 of the Municipal Code to create subsection 21.04.0805(K) pertaining to drop-off boxes located on private property, subject to Plan Commission and staff comments, and authorize a public hearing to be scheduled for the December 16, 2025 Common Council meeting. Motion carried unanimously.**

**11. Ordinance to amend Chapter 21 of the Municipal Code to create subsection 21.08.0101 (B)(4) regarding the granting of reasonable accommodation under disability laws.**

**Overview**

The City of Greenfield's code is silent on who has the authority to respond to requests for reasonable accommodations. The purpose of the proposed ordinance is to clearly define responsibility and procedure when the City receives such requests.

The basis for reasonable accommodations is found under Title 1 of the Americans with Disabilities Act (ADA). If a local law, such as a zoning restriction, has the effect of unfairly interfering with a disabled person's equal opportunity to housing, then the municipality must make a "reasonable accommodation" or a "reasonable modification" of the law, unless any such accommodation would fundamentally alter the zoning/land use scheme. A reasonable accommodation is the smallest change possible that still allows the disabled person adequate relief. The accommodation may also be required to be removed if/when it is no longer needed. An example of this would be if the disabled person moves.

The proposed Ordinance amendment would require a public hearing before the Common Council, which could be scheduled as soon as the December 16, 2025 Common Council meeting.

**Recommendation:** Recommend Common Council approval of the Ordinance to amend Chapter 21 of the Municipal Code to create subsection 21.08.0101 (B)(4) regarding the granting of reasonable accommodation under disability laws, subject to Plan Commission and staff comments.

**Motion by Mayor Neitzke, seconded by Alderman Kastner, to recommend Common Council approval of the Ordinance to amend Chapter 21 of the Municipal Code to create subsection 21.08.0101 (B)(4) regarding the granting of reasonable accommodation under disability laws, subject to Plan Commission and staff comments, and authorize a public hearing to be scheduled for December 16, 2025. Motion carried unanimously.**

**12. Ordinance to amend Section 21.06.0202(G) of the Municipal Code pertaining to commercial parking restrictions.**

**Overview**

Currently, the Municipal Code is ambiguous on regulations for commercial vehicle parking on lots in the City. There have been a number of recent events that would have benefitted from stronger and clearer Code language relating to commercial vehicle parking. As such, the purpose of the proposed ordinance is to provide clarity for enforcement.

The proposed Ordinance amendment would require a public hearing before the Common Council, which could be scheduled as soon as the December 16, 2025 Common Council meeting.

**Recommendation:** Recommend Common Council approval of the Ordinance to amend Section 21.06.0202(G) of the Municipal Code pertaining to commercial parking restrictions, subject to Plan Commission and staff comments.

**Motion by Mayor Neitzke, seconded by Mr. Weis, to recommend Common Council approval of the Ordinance to amend Section 21.06.0202(G) of the Municipal Code pertaining to commercial parking restrictions, subject to Plan Commission and staff comments. Motion carried unanimously.**

**13. Community Development Report**

Mrs. Vlach stated that Nations Auto Glass, Meiji Restaurant, Total Wireless, and Metamorphosis Medi Spa had received occupancy permits recently. She also stated that

several changes in business ownerships will be coming to Plan Commission soon, along with Blackline Limousine and a new restaurant in 84 South.

**14. Adjournment.**

**Motion by Mr. Carlson, seconded by Mr. Weis, to adjourn the November 11, 2025 Plan Commission meeting at 6:50p.m. Motion passed unanimously.**

Respectfully submitted,

Gina Vlach, City Planner

Distributed November 14, 2025.