

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

1. The meeting was called to order at 6:01p.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)	Excused
	Mr. Randy Lee (Alt)	Excused

Also present: Gina Vlach, City Planner

2. Approval of the Minutes from the November 11, 2025 meeting.

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

3. Discussion regarding last Common Council meeting.

Mrs. Vlach stated that the Special Use Permits for Comfort Cove, Helping Hands Adult Day Center, Wellness Store, and Yummy Bowl were approved. She also stated that the Certified Survey Map and Rezoning for the Signature development's commercial parcel were approved and that the CSM had been received that afternoon so it would be sent off soon for recording.

4A. Special Use Permit for Cheba Hut, a limited-service restaurant, to be located at 8871 W. Sura Ln., submitted by Carlos Politano, d/b/a Mary Jane Restaurants, LLC, represented by Cassandra Covotsos, d/b/a Koch Covotsos Architects (Tax Key No. 606-0053-010)

4B. Site Review for Cheba Hut, a limited-service restaurant, to be located at 8871 W. Sura Ln., submitted by Carlos Politano, d/b/a Mary Jane Restaurants, LLC, represented by Cassandra Covotsos, d/b/a Koch Covotsos Architects (Tax Key No. 606-0053-010)

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

Overview & Zoning

The applicant, Carlos Politano, is proposing to operate Cheba Hut, a limited-service restaurant, in the multi-tenant commercial building located at 8871 W. Sura Ln. This

tenant space was previously occupied by Grate Modern Mac & Cheese. Cheba Hut will serve toasted sub sandwiches along with having a full bar offering beer, wine, and liquor. The applicant has other Cheba Hut franchise locations and has experience operating and developing other fast-casual restaurants.

The proposed use, a limited-service restaurant, is a Special Use in the 84 South Planned Development District. In the past, Plan Commission has waived the public hearing process on other Special Use Permit uses within the 84 South development due to the extensive original public participation process for the development itself. Following this precedent, staff recommends that a public hearing is not needed for this application and that review of the Special Use Permit be expedited to the December 16, 2025 Common Council meeting.

The proposed hours of operation are 10:00am to 12:00am (midnight), Sunday through Thursday and 10:00am to 2:00am, Friday and Saturday. Previously approved hours for Grate Mac & Cheese were 10:30am to 9:00pm daily. There will be fifteen (15) full-time employees and fifteen (15) part-time employees.

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.

No issues were identified during the site visit.

Lighting, HVAC/Utility Box Screening, Dumpster Screening, Fencing, and Landscaping:

No proposed changes. These items are consistent with the building's initial Site, Landscaping, and Architectural Review as a part of the 84 South development.

Signage: Three wall sign locations were approved during the initial site approval. Grate Mac & Cheese had three wall signs, one per each building frontage, which is consistent with what Code allows. No signage has been proposed at this time. All new signage, whether permanent or temporary, requires a sign permit application. The alteration, replacement, or addition of signage triggers this requirement.

Engineering Comments: N/A

There is an outdoor seating area that is associated with this tenant space. The applicant plans to use this space and has included it in the premises description for the applicant's liquor license.

The proposed business requires 13 parking spaces (5 spaces per 1,000 sq. ft. of floor area). The previously approved site plan allows for sufficient shared parking of all uses in the 84 South development. The parking lot around the two buildings on the parcel includes 153 parking stalls.

Staff recommends approval and this item be expedited to the December 16, 2025 Common Council meeting.

Recommendation:

Recommend Common Council approval of the Special Use Permit and Site Review for Cheba Hut, a limited-service restaurant, to be located at 8871 W. Sura Ln., submitted by Carlos Politano, d/b/a Mary Jane Restaurants, LLC, represented by Cassandra Covotsos, d/b/a Koch Covotsos Architects (Tax Key No. 606-0053-010), subject to Plan Commission and Staff comments, and the following conditions:

1. A fats, oils and grease “FOG” Plan being submitted for review and approval to Jake Wiltzius, Plumbing Inspector, at jake.wiltzius@greenfieldwi.gov .

The applicant, Carlos Politano, was present to answer questions.

Motion by Alderman Kastner, seconded by Mr. Marshall, to recommend Common Council approval of the Special Use Permit and Site Review for Cheba Hut, a limited-service restaurant, to be located at 8871 W. Sura Ln., submitted by Carlos Politano, d/b/a Mary Jane Restaurants, LLC, represented by Cassandra Covotsos, d/b/a Koch Covotsos Architects (Tax Key No. 606-0053-010), subject to Plan Commission and Staff comments, and add this item to the agenda for the December 16, 2025 Common Council meeting. Motion carried unanimously.

- 5A. Special Use Permit for Blackline Limousines, a proposed limousine services business, to be located at 3442 S. 103rd St., submitted by Michael Skemp, d/b/a Blackline Limousines Inc (Tax Key No. 524-8986-020).**
- 5B. Site Review for Blackline Limousines, a proposed limousine services business, to be located at 3442 S. 103rd St., submitted by Michael Skemp, d/b/a Blackline Limousines Inc (Tax Key No. 524-8986-020).**

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

Overview & Zoning

The applicant, Michael Skemp, is proposing to operate Blackline Limousines, a proposed limousine services business, in the existing commercial building located at 3442 S. 103rd St. The approximately 21,400 sq. ft. building previously housed Progressive Casualty Insurance’s vehicle crash assessment center. This business received a Temporary Use permit from the Plan Commission in January 2025.

The proposed use, a limousine services business, is a Special Use in this Planned Development District. A public hearing, as required by the Special Use, can be scheduled as soon as the January 20, 2026 Common Council meeting.

The proposed hours of operation for the office are 7:00am to 5:00pm, daily. There will be five (5) full-time employees and twenty-five (25) part-time employees.

Currently, the applicant's fleet consists of 13 vehicles which will be stored inside to protect them from the elements when not in 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. This property received a few Site, Landscaping, and Architectural Plan approvals from the Plan Commission when it was occupied by Progressive Casualty Insurance; most recently in 2016.

There were no issues identified during the site visit. The site appears virtually unchanged from when Staff visited in January for the Temporary Use permit.

Lighting, HVAC/Utility Box Screening, Dumpster Screening, Fencing, & Landscaping: No proposed changes. Staff visited the site and confirmed that these items were in compliance with Municipal Code. The current state of these items are consistent with the Progressive Casualty Insurance's initial Site, Landscaping, and Architectural Permit review in 2005. A majority of the eastern side of the property is enclosed by an approximately 6-ft. black, opaque fence.

Signage: No proposed additions. There are no signs for this business on the building or on the grounds; the ones from Progressive have been removed. All new signage, whether permanent or temporary, requires a sign permit application. The alteration, replacement, or addition of signage triggers this requirement.

Engineering Comments: Engineering staff noted that, south of W. Ohio Ave., S. 103rd St. is a private road.

The proposed business requires 71 parking spaces (3.3 spaces per 1,000 sq. ft. of floor area). A total of 100 stalls are provided on the property.

Staff recommends approval and that a public hearing be scheduled for the January 20, 2026 Common Council meeting.

Recommendation:

Recommend Common Council approval of the Special Use Permit and Site Review for Blackline Limousines, a proposed limousine services business, to be located at 3442 S. 103rd St., submitted by Michael Skemp, d/b/a Blackline Limousines Inc (Tax Key No. 524-8986-020), subject to Plan Commission and Staff comments.

The applicant, Mike Skemp, was present to answer questions.

Motion by Mayor Neitzke, seconded by Mr. Weis, to recommend Common Council approval of the Special Use Permit and Site Review for Blackline Limousines, a proposed limousine services business, to be located at 3442 S. 103rd St., submitted by Michael Skemp, d/b/a Blackline Limousines Inc (Tax Key No. 524-8986-020), subject to Plan Commission and staff comments,, and to add this item to the January 20, 2026 Common Council meeting agenda. Motion carried unanimously.

- 6A. Special Use Permit for NRG Adventure Park, a proposed indoor amusement park, to be located at 5070 S. 74th St., submitted by Jay Johnson and Dean Shulz, d/b/a Excel Engineering, Inc. (Tax Key No. 617-9975-024)**
- 6B. Site Review for NRG Adventure Park, a proposed indoor amusement park, to be located at 5070 S. 74th St., submitted by Jay Johnson and Dean Shulz, d/b/a Excel Engineering, Inc. (Tax Key No. 617-9975-024)**

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

Overview & Zoning

The applicants, Jay Johnson and Dean Shulz, are proposing to operate NRG Adventure Park, an indoor amusement park, in the approximately 49,000 sq. ft tenant space part of the Greenfield Place multi-tenant commercial building, located at 5070 S. 74th St. This tenant space was most recently occupied by Smart Buy Furniture, which had occupancy beginning in summer 2021.

According to their website, NRG Adventure Parks currently has one existing park in operation in the U.S., with many more opening soon across the country. The applicant has experience operating Sky Zone and Fly High Adventure parks. According to the applicant, “NRG is a next level experience where all families can come together and enjoy extreme action! NRG has the largest attraction mix for all ages compared to similar competition in the market.”

The police department has indicated that they have security concerns for another indoor amusement park, especially operating so close to the existing Sky Zone. This year, there have been 41 police calls for service from Sky Zone and there were 76 last year. The following is a statement from the applicant regarding security concerns: “NRG is dedicated to providing a safe family environment. If requested by the planning board, NRG will have a staff of security guards during our weekend hours. The NRG team is also trained in our Risk Management program which assists with dealing with these types of issues.”

The proposed hours of operation are Monday and Wednesday 12:00pm (noon) to 8:00pm, Tuesday and Thursday 10:00am to 8:00pm, Friday 12:00pm (noon) to 10:00pm, Saturday 10:00am to 10:00pm, and Sunday 9:00am to 8:00pm. There will be five (5) full-time employees and seventy (70) part-time employees.

The proposed use, an indoor amusement park, is a Special Use in this Planned Unit Development District. A public hearing, as required by the Special Use, can be scheduled as soon as the January 20, 2026 Common Council meeting.

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. This property was most recently reviewed in July 2023 for an ownership change to Plato’s Closet.

HVAC/Utility Box Screening & Landscaping: Staff visited the site and confirmed that these items were in compliance with Municipal Code. No proposed changes.

Dumpster Screening & Fencing: During the 2023 review of the site, the fence had been partially replaced as part of a two-phase project. Since then, the entirety of the fence has been replaced and is in excellent condition. Dumpsters are kept unenclosed behind the building. During the 2023 site review, Plan Commission determined that the fence provided sufficient screening, in combination with space constrictions, and did not require individual dumpster enclosures to be constructed.

Signage: As a corner tenant, this tenant space is permitted to have two wall signs, one on each side of the building facing the street. There is a multi-tenant monument sign at the entrance to the Greenfield Place property, and it is presumed the applicant will add a sign panel to that sign as well. All new signage, whether permanent or temporary, requires a sign permit application. The alteration, replacement, or addition of signage triggers this requirement.

Lighting: There are a handful of lights on the rear of the building that are not compliant with Code regarding facing parallel to the ground. Staff reached out to the property owner but have not heard back from them regarding the issue.

Engineering Comments: N/A

The proposed business requires 244 parking spaces (5 spaces per 1,000 sq. ft. of floor area). The parking area immediately adjacent to the tenant space has 114 parking spaces, but patrons could park in neighboring parking areas of the Greenfield Place multi-tenant property if needed. Common Council may waive the shortage.

Staff recommends approval and that a public hearing be scheduled for the January 20, 2026 Common Council meeting.

Recommendation:

Recommend Common Council approval of the Special Use Permit and Site Review for NRG Adventure Park, a proposed indoor amusement park, to be located at 5070 S. 74th St., submitted by Jay Johnson and Dean Shulz, d/b/a Excel Engineering, Inc. (Tax Key No. 617-9975-024), subject to Plan Commission and Staff comments.

(Item 1 must be satisfied prior to the issuance of a Certificate of Occupancy.)

1. The lighting fixtures on the rear of the building have been removed and replaced with fixtures compliant with the lighting code in Section 21.06.0401.

A representative for the applicant, Zachary Whitman, was available to answer questions.

Mr. Weis asked if there will be food served as a part of the business. Mr. Whitman stated that there will be typical concession food available, such as chicken tenders, nachos, etc., but no alcohol will be served. He stated that their typical target audience is 13 years old & under. Thirty percent of the park is considered “soft play”, which is intended for 8 & under. There will be on-site security, and their typical build includes 60 security cameras placed around the interior and exterior of the building.

The Plan Commission reiterated the importance of safety and security for the business.

Motion by Mr. Carlson, seconded by Mr. Braswell, to recommend Common Council approval of the Special Use Permit and Site Review for NRG Adventure Park, a proposed indoor amusement park, to be located at 5070 S. 74th St., submitted by Jay Johnson and Dean Shulz, d/b/a Excel Engineering, Inc. (Tax Key No. 617-9975-024), subject to Plan Commission and staff comments, and to add the item to the January 20, 2026 Common Council meeting agenda. Motion carried unanimously.

- 7A. Special Use Permit for Farazana Home Care, a proposed service for the elderly and persons with disabilities, to be located at 3420 W. Howard Ave., submitted by Ashadullah Larsen, d/b/a Farazana Home Care LLC (Tax Key No. 553-0422-000)**
- 7B. Site Review for Farazana Home Care, a proposed service for the elderly and persons with disabilities, to be located at 3420 W. Howard Ave., submitted by Ashadullah Larsen, d/b/a Farazana Home Care LLC (Tax Key No. 553-0422-000)**

Items 7A and 7B may be considered together or separately.

Overview & Zoning

The applicant, Ashadullah Larsen, is proposing to operate Farazana Home Care, a proposed service for the elderly and persons with disabilities, in the existing mixed-use building located at 3420 W. Howard Ave. The shared residential and commercial use of this building are legal nonconforming. The residential use is limited to the upstairs section of the building, and the commercial use is currently just in the downstairs section of the building.

The applicant has 25 years of experience in this field, including in management and administration. No care services will take place at this location. This space will be used for office operations only.

The proposed hours of operation are 9:00am to 5:00pm Monday through Friday. There will be two (2) full-time employees and five (5) part-time employees.

The proposed use, services for the elderly and persons with disabilities, is a Special Use in the C-2 Community Commercial District. A public hearing, as required by the Special Use, can be scheduled as soon as the January 20, 2026 Common Council meeting.

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.

Lighting, HVAC/Utility Box Screening, & Fencing: Staff visited the site and confirmed that these items were in compliance with Municipal Code. No proposed changes.

Landscaping: Staff does not have a landscaping plan on file for this property. The property has seen a few different variations of landscaping at this property over the years, but is currently missing or haphazard in a few areas. Staff recommend that a landscape plan be created and implemented for the southern portion of the building facing Howard Ave. The landscaping beds are unique and would benefit from intentional plantings to enhance the overall aesthetics of the property.

Dumpster Screening & Engineering Comments: N/A (there is not a dumpster on site)

Signage: There is currently no permanent signage on the building. The maximum sign area permitted for this building is 39 sq. ft. The applicant currently has a temporary permit for a banner that has been installed at the property. The applicant is aware that the banner may not remain as a permanent sign and that a compliant sign will be required.

The proposed business requires 5 parking spaces (2 spaces per dwelling unit, plus 3.3 spaces per 1,000 sq. ft. of floor area). There is a paved parking area behind the building, but no parking spaces are striped. Staff recommend requiring painting striped parking

spaces in the rear parking area as a condition of approval. There is room in the paved area for approximately 3 striped spaces. Common Council may waive the shortage.

Staff recommend approval and that a public hearing be scheduled for the January 20, 2026 Common Council meeting.

Recommendation:

Recommend Common Council approval of the Special Use Permit and Site Review for Farazana Home Care, a proposed service for the elderly and persons with disabilities, to be located at 3420 W. Howard Ave., submitted by Ashadullah Larsen, d/b/a Farazana Home Care LLC (Tax Key No. 553-0422-000), subject to Plan Commission and Staff comments, and the following conditions:

(Item 1 must be satisfied prior to the issuance of a Certificate of Occupancy. Item 2 must be satisfied by June 30, 2026. Item 3 must be satisfied by July 31, 2026)

1. A letter being submitted to the Community Development Division stating that:
(a) the parking lot will be restriped by June 30, 2026; (b) a landscaping plan will be submitted and approved by the City Forester by March 31, 2026; and (c) landscaping, per the approved plan, will be installed by July 31, 2026.
2. The rear parking area has painted parking stalls striped.
3. A landscaping plan shall be submitted to and approved by the City Forester by March 31, 2026. The approved landscaping plan shall be executed by July 31, 2026.

A representative for the applicant, Brit Van Klooster, was present to answer questions. Ms. Van Klooster stated that she will be working in the office full-time, and the applicant will be in for part time administration, but everything else related to the business will take place in clients' homes.

There was discussion amongst Plan Commissioners regarding if the use should be considered a Special Use if the only activity taking place is office work. The Plan Commissioners were in agreement that the proposed use is a permitted use in the district, and would not approve the Special Use for a service for the elderly and persons with disabilities, so as to not set a precedent for this property to potentially be allowed to host patients in the future. The applicant confirmed they understood that a denial of the application did not mean that they are barred from applying for an occupancy permit.

Motion by Mr. Weis, seconded by Mr. Braswell, to recommend Common Council denial of the Special Use Permit and Site Review for Farazana Home Care, a proposed

service for the elderly and persons with disabilities, to be located at 3420 W. Howard Ave., submitted by Ashadullah Larsen, d/b/a Farazana Home Care LLC (Tax Key No. 553-0422-000), and schedule the item for the January 20, 2025 Common Council meeting. Motion carried unanimously.

- 8A. **Special Use Review for an ownership change to the BP gas station and Sai-Mart business, an existing service station and convenience store, located at 4715 S. 27th St., submitted by Bilal Amjad, d/b/a Ali's Oil Mart Inc. (Tax Key No. 622-9999-000)**
- 8B. **Site Review for an ownership change to the BP gas station and Sai-Mart business, an existing service station and convenience store, located at 4715 S. 27th St., submitted by Bilal Amjad, d/b/a Ali's Oil Mart Inc. (Tax Key No. 622-9999-000)**

Items 8A and 8B may be considered together or separately.

Overview and Zoning

The applicant, Bilal Amjad, is proposing to operate Ali's Oil Mart, an automobile service station and convenience store, in the existing commercial building located at 4715 S. 27th St. The applicant has owned the property for some time and is now taking over business operations as well. The applicant has worked in the field for over 25 years. He operates two other gas stations in Greenfield, one at 8333 W. Layton Ave. and another at 5909 S. 27th St.

The proposed hours of operation are 5:00am to 12:00am (midnight), daily. There will be three (3) full-time employees and two (2) part-time employees. The previously approved hours of operation were 24/7.

The proposed use, an automobile service station and convenience store, is a Special Use in the Zoning District. A change in ownership authorizes a Special Use Review by Plan Commission and Common Council. Staff recommends that this item be expedited to the December 16, 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. No issues were noted on the site visit.

Lighting, HVAC/Utility Box Screening, Dumpster Screening, Fencing, Landscaping, & Signage: This site was last reviewed in August 2022 when this applicant purchased the property. No new issues were identified. Staff visited the site and confirmed that these items were in compliance with Municipal Code.

Engineering Comments: N/A

The proposed business requires 40 parking spaces (8 spaces per 1,000 sq. ft. of floor area). A total of 16 stalls and 8 spaces next to gas pumps are provided on the property. Common Council may waive the shortage.

Staff recommends approval and that the item be expedited to the December 16, 2025 Common Council meeting.

Recommendation:

Recommend Common Council approval of the Special Use Review and Site Review for an ownership change to the BP gas station and Sai-Mart business, an existing service station and convenience store, located at 4715 S. 27th St., submitted by Bilal Amjad, d/b/a Ali's Oil Mart Inc. (Tax Key No. 622-9999-000), subject to Plan Commission and Staff comments.

The applicant, Bilal Amjad, was present to answer questions.

Mr. Braswell asked if the food truck will be permitted to return to the property, and the applicant confirmed that it will not be allowed to return.

Motion by Mayor Neitzke, seconded by Mr. Weis, to recommend Common Council approval of the Special Use Review and Site Review for an ownership change to the BP gas station and Sai-Mart business, an existing service station and convenience store, located at 4715 S. 27th St., submitted by Bilal Amjad, d/b/a Ali's Oil Mart Inc. (Tax Key No. 622-9999-000), subject to Plan Commission and Staff comments, and schedule this item for the December 16, 2025 Common Council meeting. Motion carried unanimously.

- 9A. Special Use Review for an ownership change to Shots and Tequila Sport Bar, an existing drinking establishment located at 5175 S 27th St., submitted by Armando Lara Iñiguez, d/b/a Shots and Tequila Sport Bar LLC (Tax Key No. 645-0008-001)**
- 9B. Site Review for an ownership change to Shots and Tequila Sport Bar, an existing drinking establishment located at 5175 S. 27th St., submitted by Armando Lara Iñiguez, d/b/a Shots and Tequila Sport Bar LLC (Tax Key No. 645-0008-001)**

Items 9A and 9B may be considered together or separately.

Overview and Zoning

The applicant, Armando Lara Iñiguez, is proposing to take over ownership of Shots and Tequila Sport Bar, an existing drinking establishment, located at 5175 S. 27th St. The applicant has 20 years of experience operating restaurants and bars and providing excellent customer service.

The proposed use, a drinking establishment, is a Special Use in the Zoning District. A change in ownership authorizes a Special Use Review by Plan Commission and Common Council. Staff recommends that this item be expedited to the December 16, 2025 Common Council meeting.

The proposed hours of operation are 9:00am to 2:00am. There will be two (2) full-time employees 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.

HVAC/Utility Box Screening, Signage, Dumpster Screening, Fencing, Landscaping, and Engineering Comments: This site was most recently reviewed in October 2024 for a business ownership change. The conditions of that approval were all met. Since the approval in 2024, a pergola on the southwest side of the building was installed without approval from Plan Commission or Common Council, and a building permit was not obtained. Staff have communicated with the applicant and they have plans to remove the existing pergola. They will be appearing before Plan Commission early in 2026 with a Site, Landscaping, and Architectural Plan to install a new pergola.

Lighting: There are two flood lights on the north side of the building that are not compliant. 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. Staff recommends that they be replaced with lighting that is parallel to the ground.

The proposed business requires 37 parking spaces (15 spaces per 1,000 sq. ft. of floor area). A total of 20 stalls are provided on the property. Common Council may waive the shortage.

Staff recommends approval and that the item be expedited to the December 16, 2025 Common Council meeting.

Recommendation:

Recommend Common Council approval of the Special Use Review and Site Review for an ownership change to Shots and Tequila Sport Bar, an existing drinking establishment located at 5175 S. 27th St., submitted by Armando Lara Iñiguez, d/b/a Shots and Tequila Sport Bar LLC (Tax Key No. 645-0008-001), subject to Plan Commission and Staff comments, and the following condition:

(Items 1 and 2 must be satisfied prior to the issuance of a Certificate of Occupancy.)

1. The lighting fixtures on the north side of the building have been removed and replaced with fixtures compliant with the lighting code in Section 21.06.0401.
2. A letter be provided to the Community Development Division, by the property owner, stating that the driveway will be repaired or replaced by December 31, 2027.

A representative for the applicant, Armando Lara Iñiguez, was present to answer questions. They confirmed that no one will live in the upstairs quarters.

There was discussion amongst the Plan Commissioners about how to address the quality of the building and property. Mayor Neitzke stated that he thought obtaining a letter from the landlord stating that they would update the driveway by the end of 2027 would suffice. He mentioned that it would be ideal if Staff obtained the letter prior to the Common Council meeting next week, so they could review the letter.

Motion by Alderman Kastner, second by Mr. Carlson, to recommend Common Council approval of the Special Use Review and Site Review for an ownership change to Shots and Tequila Sport Bar, an existing drinking establishment located at 5175 S. 27th St., submitted by Armando Lara Iñiguez, d/b/a Shots and Tequila Sport Bar LLC (Tax Key No. 645-0008-001), subject to Plan Commission and Staff comments, and to place this item on the December 16, 2025 Common Council meeting agenda. Motion carried unanimously.

10. **Discussion and decision regarding possible amendment to previously approved Site, Landscaping, and Architectural Plans for Kwik Market, a proposed convenience retailer, to be located at 6437 W. Forest Home Ave., submitted by Guriqbal S. Sra, represented by Gerry Ramos, d/b/a Ramos & Associates (Tax Key No. 572-8989-002)**

Three Changes from the September Approval

1. Removal of proposed drive along south and east sides of building.
 - The previously approved plans included the addition of a driveway that would be located to the east and south of the building. The driveway would have provided access to a dumpster enclosure and would have allowed loading to occur behind the building. The amended proposal does not include the installation of the driveway and shifts these activities to the front of the building instead. Because the driveway is not part of the amended proposal, four (4) additional parking stalls will be provided on the north side of the building. A sidewalk will be installed on the east side of the building for employee access to rear doors and the stairs to the basement.
2. Building will not be shortened on the southern side; the building setback will be 8 ft.
 - The previously approved plans included the shortening of the existing building to create enough space between the building and the southern

property line to construct a driveway. The amended proposal would maintain and extend the existing southern setback. The current building is 5' 9" from the property line but angles away from the southern lot line. The amended plan shows that the addition would be 8' 1" from the southern property line. In the C-1 Neighborhood Commercial District, the required setback is 10ft.

- Section 21.04.0301C(e) states that "The Plan Commission will evaluate the impact of the standards for building setback/placement and parking lot layout with new construction on a site by site basis and will determine under Site, Building, and Landscape Review what the appropriate building setback/placement and parking lot layout will be within the context of total site review. That recommendation will be forwarded to the Common Council for consideration."
 - Staff recommends that, to promote the orderly development of the site, Plan Commission approve the amended setback as presented.
3. Dumpster enclosure will be west of building, close to southern lot line.
- The amended dumpster location has been relocated from behind the building. The dumpster will face north for servicing. The location of the enclosure does not impact any of the existing trees that act as a buffer between the residential and commercial uses. The dumpster will be constructed of the same 6' cedar fence material that will be used throughout the site, further enhancing the screening between the properties.

Staff recommends that this item be expedited to the December 16, 2025 Common Council meeting.

Recommendation: Recommend Common Council approval of the amendment to the previously approved Site, Landscaping, and Architectural Plan for Kwik Market, a proposed convenience retailer, to be located at 6437 W. Forest Home Ave., submitted by Guriqbal S. Sra, represented by Gerry Ramos, d/b/a Ramos & Associates (Tax Key No. 572-8989-002), subject to Plan Commission and staff comments, and the following conditions:

(Items 1 through 5 are required to be satisfied prior to the issuance of any building, electrical, or plumbing permit associated with the proposed work reviewed by the Plan Commission. Contractors applying for permits should be advised accordingly)

1. Civil Plan Set being submitted to the Engineering Division for review and approval. The Civil Plan Set shall include a site plan, a grading plan, a utility plan, and an erosion control plan. Any modifications or requirements are as directed by the Engineering Division, subject to change in order to meet Municipal Code requirements.

2. A photometric plan being submitted to the Community Development Division for review and approval, including light pole light head cut sheets, pole elevations/height/details, and new exterior building light fixtures and cut sheets replacing all existing exterior light fixtures.
3. Revised Landscaping Plan being submitted to the Community Development Division of all proposed landscaping species and quantities to be reviewed and approved by the City Forester, as applicable.
4. An estimated cost of landscaping and screening being submitted to the Community Development Division for approval.
5. A letter of credit or other form of security as required by Municipal Code in the amount of 100% of the estimated cost of landscaping and screening.

Applicant, Gerry Ramos, was present to answer questions.

Mayor Neitzke emphasized the need for the dumpster to be well-enclosed, due to the fact that it is easily visible from the street and parking area.

Motion by Alderman Kastner, second by Mr. Weis, to recommend Common Council approval of the amendment to the previously approved Site, Landscaping, and Architectural Plan for Kwik Market, a proposed convenience retailer, to be located at 6437 W. Forest Home Ave., submitted by Guriqbal S. Sra, represented by Gerry Ramos, d/b/a Ramos & Associates (Tax Key No. 572-8989-002), subject to Plan Commission and staff comments, and schedule the item for the December 16, 2025 Common Council meeting. Motion carried unanimously.

The following provides a summary of the September 2025 Plan Commission meeting and the previously approved Site, Landscaping, and Architectural Plan.

The former Schweitzer's Lawn Equipment Center and Repair building, located at 6437 W. Forest Home Ave. was purchased last year. In April and May 2024, the new owner brought a Site, Landscaping, and Architectural Plan to the Plan Commission. The May 2024 version was approved by Plan Commission and Common Council, but due to issues with the architect, the approval expired before the applicant was able to move forward with the approved plans. The applicant has since retained a new architect and has brought renewed plans for significant updates to the site to Plan Commission. The intended use of the northern 3,800 sq. ft. area is for Kwik Market, a proposed convenience store. The interior layout of the Kwik Market area has remained unchanged since its previous appearance. The applicant will also add on to and remodel the existing southern section of the building, turning it into 4,000 sq. ft. of commercial space, split

evenly between two (2) tenant spaces. The applicant does not have intended occupants for the tenant spaces at this time.

A convenience store is a permitted use in the C-1 Neighborhood Commercial District. The applicant owns and operates Kwik Pantry in West Allis.

Site and Landscaping Plans

The applicant is proposing significant exterior site and building modifications, along with landscaping along W. Forest Home Ave. Site plan changes include a 1,965 sq. ft. addition to be constructed in front of the garage portion of the building. The proposed tenant building addition will utilize the existing garage structure. The garage height will be raised to match the building height of the proposed new tenant building.

The addition to the building is designed as a 2-tenant space, each space will be approximately 2,000 sq. ft. The initial construction would call for a grey-box finish level with interior build out being designed for the specific business and submitted for separate occupancy approvals. As mentioned, the applicant does not have any current tenants in place for either space. Any future tenant would need to apply for a separate occupancy permit. The addition of the tenant spaces aligns the front façade to present a more cohesive, intentional look for the building.

A trash enclosure for three (3) dumpsters is located at the rear of the property. Side access to the trash enclosure will be provided.

The site design allows for a total of 38 customer parking stalls. Of the 38 stalls on the property, there will be 3 handicapped accessible parking stalls and 7 electric vehicle charging stations.

Conceptual landscaping is shown on the Site Plan with the intent of coordinating with the City Forester and the Planning Department before finalizing as the design process progresses. A lighting package was not submitted as part of the application.

Architectural Plans

Compared to the previous submittal, the biggest difference is with the architectural treatment of the building. Specifically, the current proposal offers a more intentional, cohesive approach to the southern portion of the building that was not present during the previous submittal.

The proposed renovation includes the removal of all original windows and window frames. New infill walls would selectively fill in some window openings. New windows will be installed 3 feet above floor finish to allow for counters inside the store. The 3' wall will be finished with Nichiha fiber cement panels or equivalent to match the façade treatment. The storefront window system including new aluminum doors shall be

anodized bronze finish. On the west side of the building there are four existing narrow windows. The masonry between the two pairs will be removed to allow for two large openings that will have aluminum windows to match the others.

The original building has a deep overhang on the west side. An existing overhead door under this overhang is being converted to a main entrance with aluminum frame double doors with sidelights. The existing canopy and its steel post will be removed and a narrower cantilevered canopy to be blended with the canopy on the side will be provided. The main façade of the building will be utilizing a combination of Nichiha fiber cement panels, Nichia AWP Wood series (Vintagewood, Redwood), Nichiha AWP Modern Series (Tuffblock, Pewter Color) and Nichiha AWP Illumination Series (Warm White).

The existing concrete block of the building will be cleaned and painted white or Tuffblock Pewter color to match Nichiha fiber cement panels. The face of the canopy will be painted medium grey. The aluminum cap flashing and fascia will be painted to match anodized bronze color windows.

A civil plan set has not been submitted and will be needed prior to the issuance of building permits. The City is requesting that the owner grant a permanent sanitary sewer easement to the City. When the existing sanitary sewer was rerouted to connect to the MMSD MIS in 1959, a formal easement with the property owner was never executed and the City would like to rectify that. The Engineering Department also has concerns with the management of stormwater given the increase of impervious surface and drainage right-of-way to the east of the property. The Engineering Department has recommended that the building downspouts should be connected to the sewer.

13. Community Development Report

Mrs. Vlach stated that Goodyear Auto Service had received an occupancy permit recently. She also stated that the Loomis Crossing Technology Park Site, Landscaping, and Architectural Plan will be coming to Plan Commission next month, along with a new restaurant in 84 South.

Mayor Neitzke provided various updates on projects throughout the City.

14. Adjournment.

Motion by Mr. Carlson, seconded by Mr. Weis, to adjourn the December 9, 2025 Plan Commission meeting at 6:59p.m. Motion passed unanimously.

Respectfully submitted,
Gina Vlach, City Planner

Distributed December 11, 2025.