



PLAN COMMISSION STAFF REPORT

Tuesday, August 11, 2026 – 6:00 p.m.

1. Roll Call.
2. Approval of the Minutes from the July 14, 2026 meeting.
3. Discussion regarding last Common Council meeting.
4. Certified Survey Map to combine three residential parcels, located at 4735, 4757, and 4769 S. 35th St., submitted by Marv Berg, d/b/a Berg Development, represented by Nick Wollerman, d/b/a Trio Engineering (Tax Key Nos. 621-9996-001, 621-9996-002, and 621-9996-003)

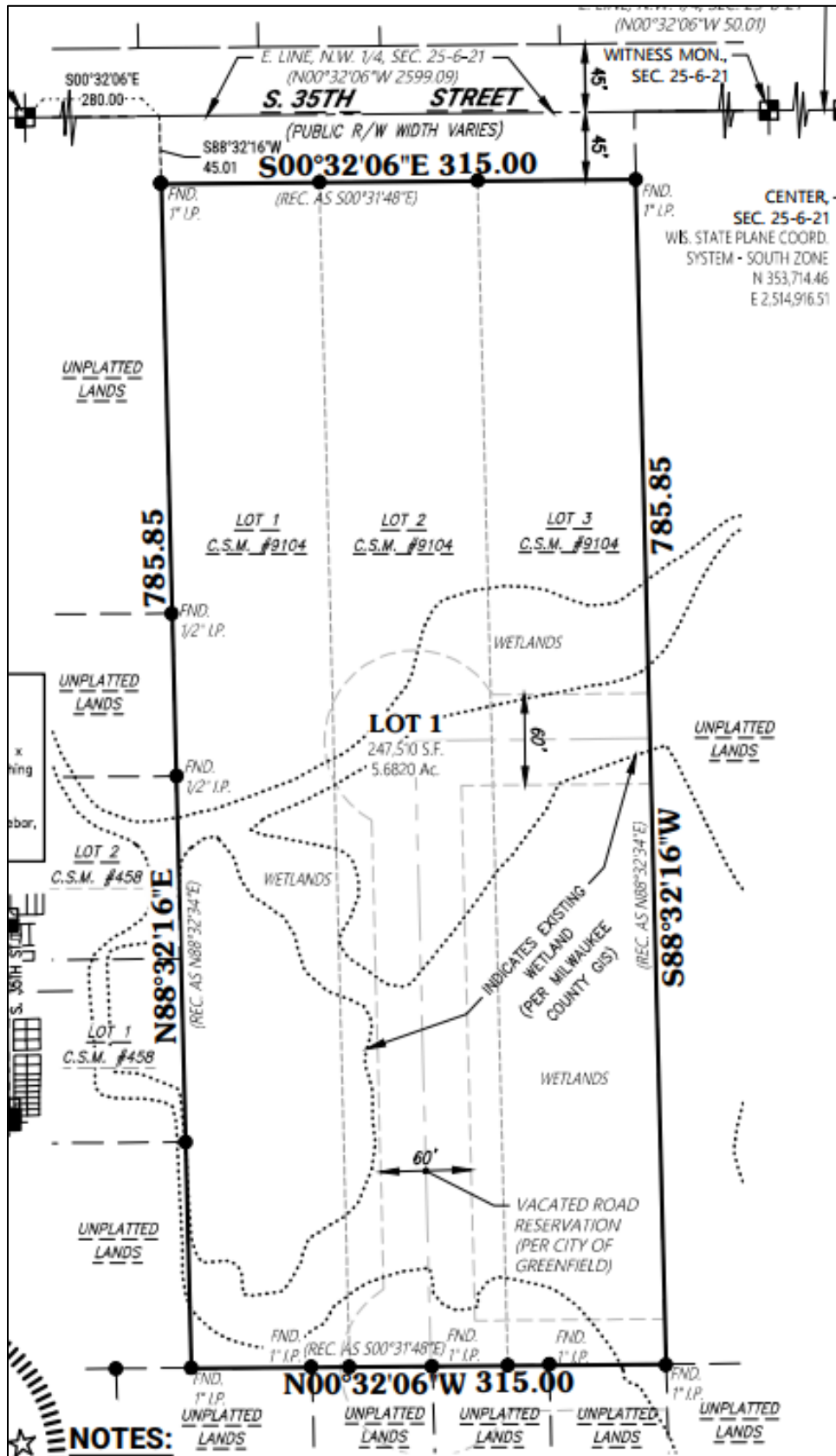
Overview & Zoning

The applicant, Marv Berg, is proposing to combine three residentially zoned parcels into one lot. The property owner wishes to construct a single-family home on the combined land.

Historical aerial imagery and department records shows that a home existed in the approximate middle of the three parcels from the 1950's until 2005. These parcels were split into three in 2018 in anticipation of building three single-family homes. This CSM would essentially erase the two lines dividing the three parcels.

A significant portion of the land is covered by mapped wetlands; this may be why the land has not been further developed since the one single-family home was demolished in 2005. The Wisconsin DNR does require setbacks from mapped wetlands. It is the responsibility of the property owner/ developer to acquire the appropriate setback information from the DNR and provide it to the City when applying for a building permit for the new single-family dwelling.





Staff recommend approval and that this item be expedited to the August 18, 2026 Common Council meeting.

Recommendation: Approval of the Certified Survey Map to combine three residential parcels, located at 4735, 4757, and 4769 S. 35th St., submitted by Marv Berg, d/b/a Berg Development, represented by Nick Wollerman, d/b/a Trio Engineering (Tax Key Nos. 621-9996-001, 621-9996-002, and 621-9996-003), 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.

5. **Certified Survey Map to combine recently vacated Right-of-Way with two residential parcels, located at 3575 and 3601 S. 31st St., submitted by Michael and Lisa Zach and Francisco Martinez (Tax Key Nos. 553-0015-001 and 553-0184-000)**

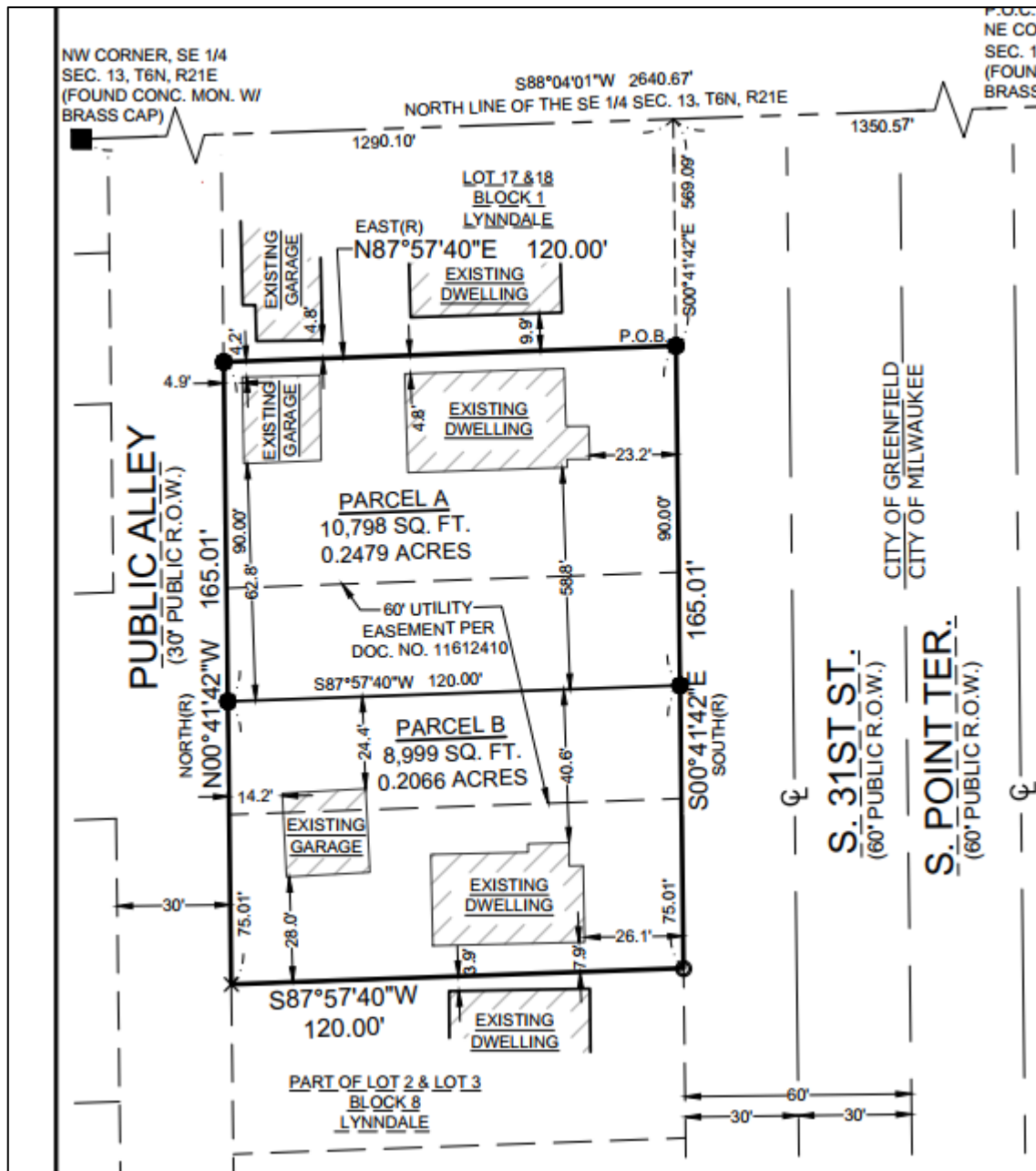
Overview & Zoning

In June 2026, the Common Council approved a Right-of-Way vacation for a stretch of land between two residential properties. The purpose of this Certified Survey Map is to combine the land split evenly with the two residential parcels. Both parcels will gain 30 ft. of street frontage.

The land combination will bring the southern parcel into compliance with current zoning regulations. Additionally, the northern parcel is a duplex, and the combination will allow the property owners to build a second garage to better meet the needs of their tenants.



Staff recommend approval and that this item be expedited to the August 18, 2026 Common Council meeting.



Recommendation: Recommend Common Council approval of the Certified Survey Map to combine recently vacated Right-of-Way with two residential parcels, located at 3575 and 3601 S. 31st St., submitted by Michael and Lisa Zach and Francisco Martinez (Tax Key Nos. 553-0015-001 and 553-0184-000), 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.
6. **Landscaping Plan Review for the multi-tenant commercial property, located at 7800 W. Layton Ave., submitted by Tony DiGanci, d/b/a Bear Property Management, represented by Joshua Donaldson, d/b/a JSD Professional Services (Tax Key No. 605-9956-005)**

Overview

The applicant, Tony DiGanci, d/b/a Bear Property Management, has submitted a revised Landscaping Plan for the multi-tenant commercial building located at 7800 W. Layton Ave.

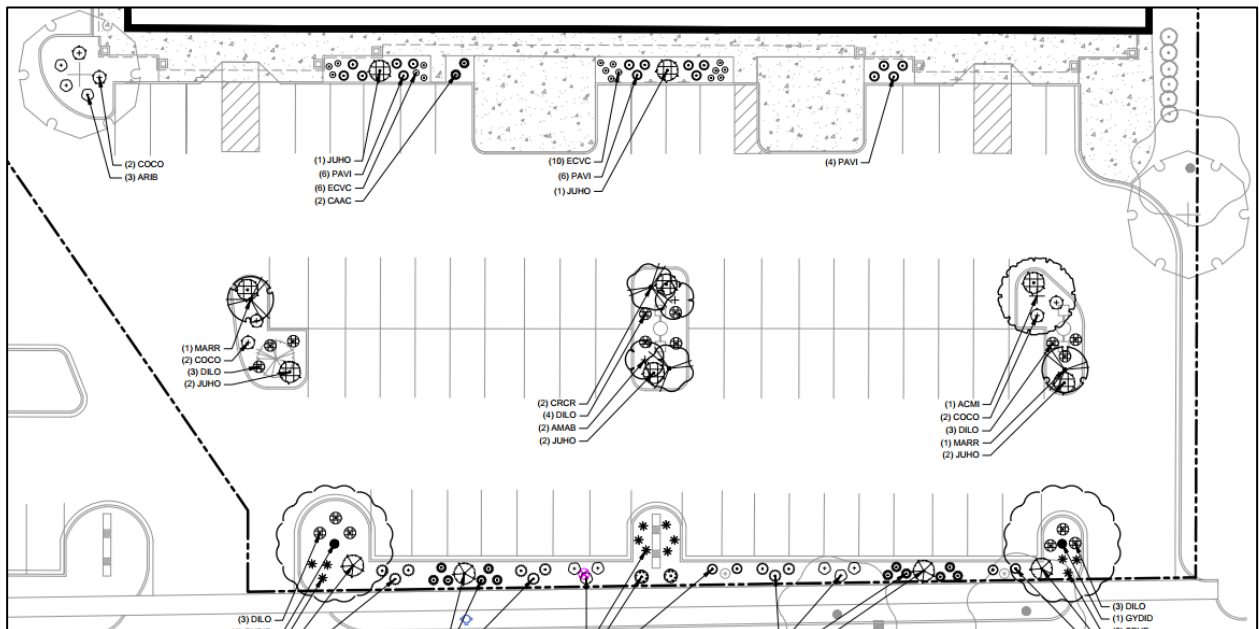
There is currently minimal landscaping on the property, and a condition of approval for Mountain Mike's Pizza back in July 2024 was for the property owner to install landscaping per the originally approved plan in 1998, or to submit a revised Landscaping Plan for approval. The property has since changed ownership, but the condition and need for improved landscaping remains. The new property owner has elected to submit a new landscaping plan for approval.



Currently, there are 29 plant units on the property; the proposed plan will bring the total to 126. The minimum required per code is 45.

The City Forester has reviewed the plan and approved the design.

Staff recommend approval and that this item be expedited to the August 18, 2026 Common Council meeting.



Recommendation: Recommend Common Council approval of the Landscaping Plan Review for the multi-tenant commercial property, located at 7800 W. Layton Ave., submitted by Tony DiGanci, d/b/a Bear Property Management, represented by Joshua Donaldson, d/b/a JSD Professional Services (Tax Key No. 605-9956-005), subject to Plan Commission and Staff comments.

- 7A. Special Use Permit for the construction of a new 150ft. tall telecommunications monopole on the existing WE Energies substation property, located at 9601 W. Cold Spring Rd., submitted by Keith A. Nyman, d/b/a Diamond Communications, LLC, represented by Laura Karch, d/b/a Edge Consulting Engineers, Inc. (Tax Key No. 607-9981-002)**
- 7B. Site Plan Review for the construction of a new 150ft. tall telecommunications monopole on the existing WE Energies substation property, located at 9601 W. Cold Spring Rd., submitted by Keith A. Nyman, d/b/a Diamond Communications, LLC, represented by Laura Karch, d/b/a Edge Consulting Engineers, Inc. (Tax Key No. 607-9981-002)**

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

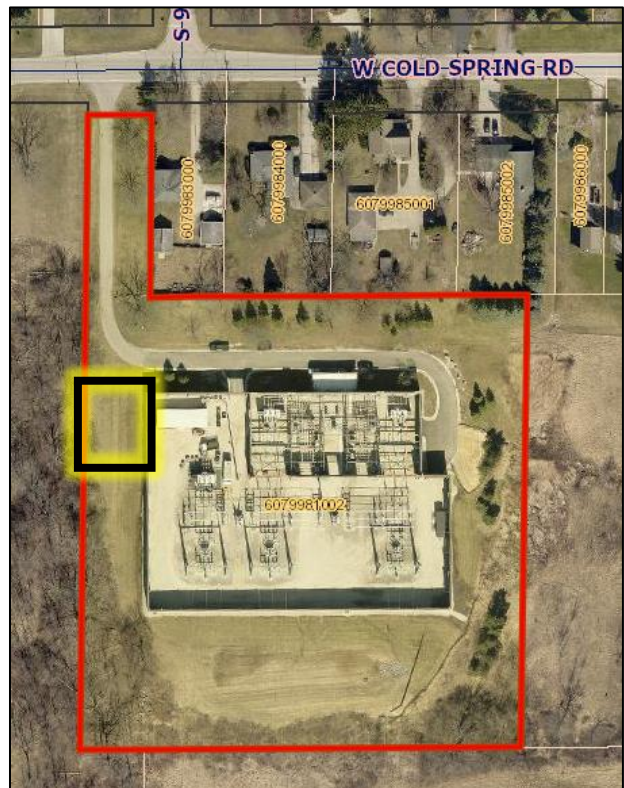
Overview & Zoning

The applicant, Keith A. Nyman, d/b/a Diamond Communications, LLC, is proposing to construct a 150ft. tall telecommunications monopole on the existing WE Energies substation property, located at 9601 W. Cold Spring Rd. The pole will be located immediately west of the entrance to the enclosure around the existing electrical equipment.

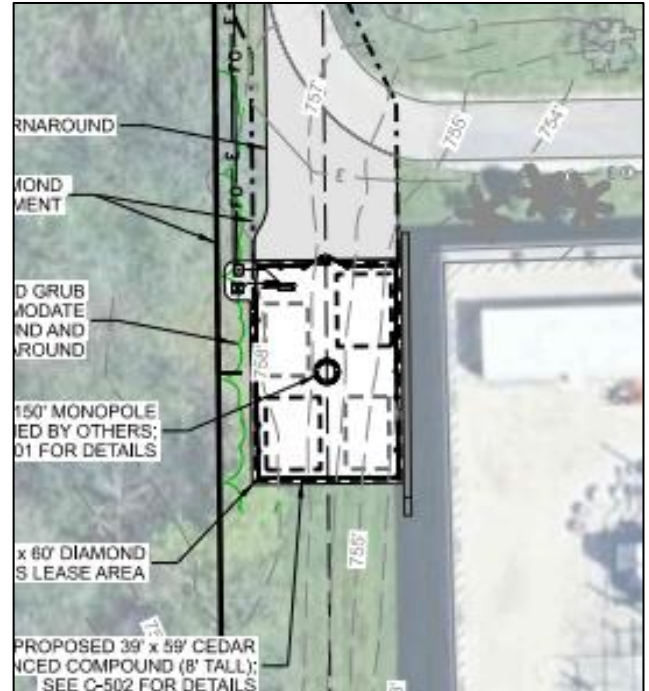
The property is zoned I - Institutional District, which permits wireless telecommunications carriers as a Special Use. Since this is a new use on this property, a public hearing and a new Special Use Permit are required. A public hearing can be scheduled as soon as September 15, 2026.

Site Review

The Zoning Code allows for the comprehensive review of the condition of the site as part of the Plan Commission review.



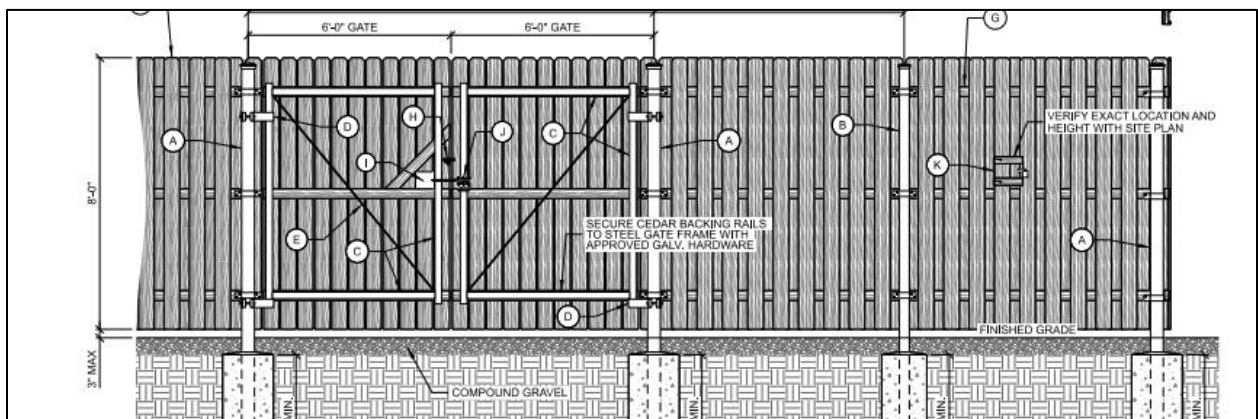
There will be no guy wires tethering the pole to the ground; it will be secured by a deep-poured concrete foundation. The pole will be located within a 2,300 sq. ft. area enclosed by an 8ft. tall cedar fence. A short asphalt driveway extension will be added to the existing driveway to allow for vehicle access to the enclosure. The enclosure will be large enough for future leases by other companies. Future equipment being added to an existing pole does not need Plan Commission or Common Council review.



Fencing: An 8ft tall cedar fence is proposed to surround the monopole. A 12ft. wide double-swing access gate will be located off the driveway extension. Fences taller than 6ft in height require approval by the Plan Commission.

Landscaping, Lighting, HVAC/Utility Box Screening, and Signage: No proposed changes.

Engineering Comments: A permit will need to be pulled for the proposed retaining wall.



Recommendation: Recommend Common Council approval of the Special Use Permit and Site Review for construction of a new 150ft. tall telecommunications monopole on the existing WE Energies substation property, located at 9601 W. Cold Spring Rd., submitted by Keith A. Nyman, d/b/a Diamond Communications, LLC, represented by Laura Karch, d/b/a Edge Consulting Engineers, Inc. (Tax Key No. 607-9981-002), subject to Plan Commission and Staff comments.

- 8A. Conceptual Plan Review for a proposed development of 10-12 townhome rental units, located at 12140 and 12164 W. Beloit Rd., submitted by Carl Miller, d/b/a Dimension IV Madison Design Group, represented by Pat Finn, d/b/a The Sigma Group (Tax Key Nos. 610-9989-000 and 610-9990-000)**
- 8B. Ordinance to amend the official Greenfield Zoning Map by rezoning the property located at 12140 and 12164 W. Beloit Rd. from C-1 Neighborhood Commercial District to MFR-2 Medium Density Multiple-Family Residential District, submitted by Carl Miller, d/b/a Dimension IV Madison Design Group, represented by Pat Finn, d/b/a The Sigma Group (Tax Key Nos. 610-9989-000 and 610-9990-000)**
- 8C. Certified Survey Map for a proposed land combination of two parcels located at 12140 and 12164 W. Beloit Rd., submitted by Carl Miller, d/b/a Dimension IV Madison Design Group, represented by Pat Finn, d/b/a The Sigma Group (Tax Key Nos. 610-9989-000 and 610-9990-000).**

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

Conceptual Plan Overview

The applicant, Carl Miller, d/b/a Dimension IV Madison Design Group, is seeking Plan Commission feedback on a proposal to demolish the existing structure and to build 10-12 townhome rental units on the 1.04 acre property. 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 design provided includes eight (8) units in the first phase (four 2-bedroom and four 3-bedroom), and three (3) additional units (two 3-bedroom and one 2-bedroom) in a future phase. Overall, the proposed structures provide a nice visual transition between the Foxwood Crossing multi-family development on the opposite side of W. Beloit Road and the single-family houses on the north side of Cold Spring Road.

Parking

For Phase 1, 18 parking spaces are required (2 spaces per dwelling unit, plus 0.25 per each 2-bedroom unit and 0.5 per each 3-bedroom unit for guest spaces). Additionally, at least 50% of the spaces must be enclosed except the ones required for guest parking, for a requirement of at least 9 enclosed spaces. 27 spaces are provided, including 12 enclosed spaces. The Future Phase would require 8 spaces, including 3 enclosed. The Future Phase provides 10 spaces, including 5 enclosed.

Lighting

A photometric plan was not provided.

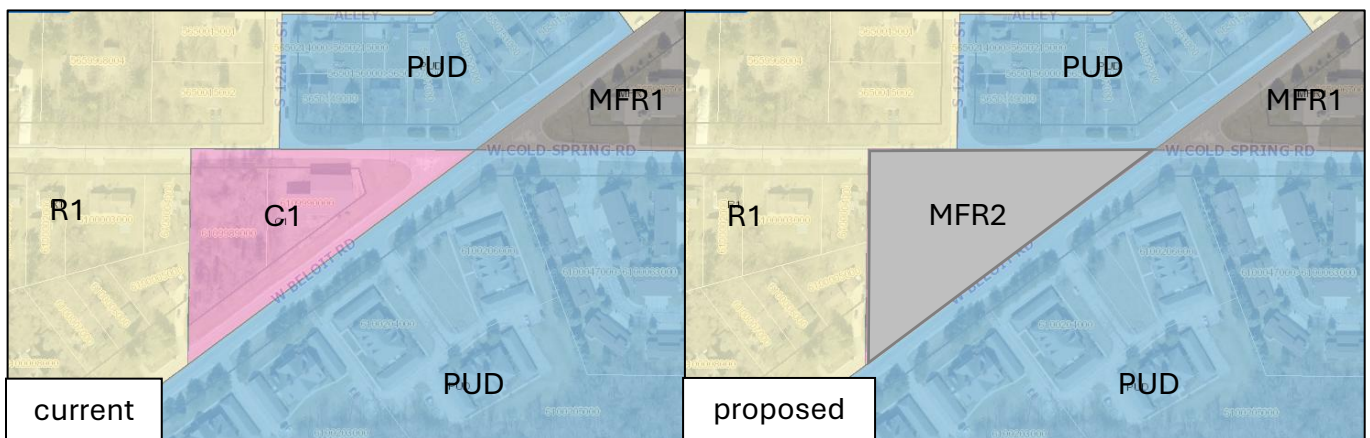
Landscaping

A tree survey was provided. The development is proposing to remove 49% of the total tree caliper on site (250 inches out of 508 existing inches) and replace 40% of the removed tree caliper (100 inches). The required mitigation percentage is 50%, so the current plan does not meet that requirement. A full landscaping plan was not provided, so the City Forester has not been able to provide an opinion on it.

Engineering Comments: W. Beloit Rd. is a County road, and the applicant will need the County's approval for any driveway modification work.

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

Rezoning



The two parcels are currently zoned C-1 Neighborhood Commercial District. Whenever any parcel is rezoned, the new zoning must be consistent with the Land Use Map found within the 2020 City of Greenfield Comprehensive Plan. The proposed rezone is compatible with the Comprehensive Land Use Plan; the parcels are identified as Mixed

Residential. The Mixed Residential designation recommends zoning to MFR-1, MFR-2, MFR-3, or PUD zoning districts. The applicant is proposing to rezone the property to MFR-2 – Medium Density Multiple-Family Residential District.

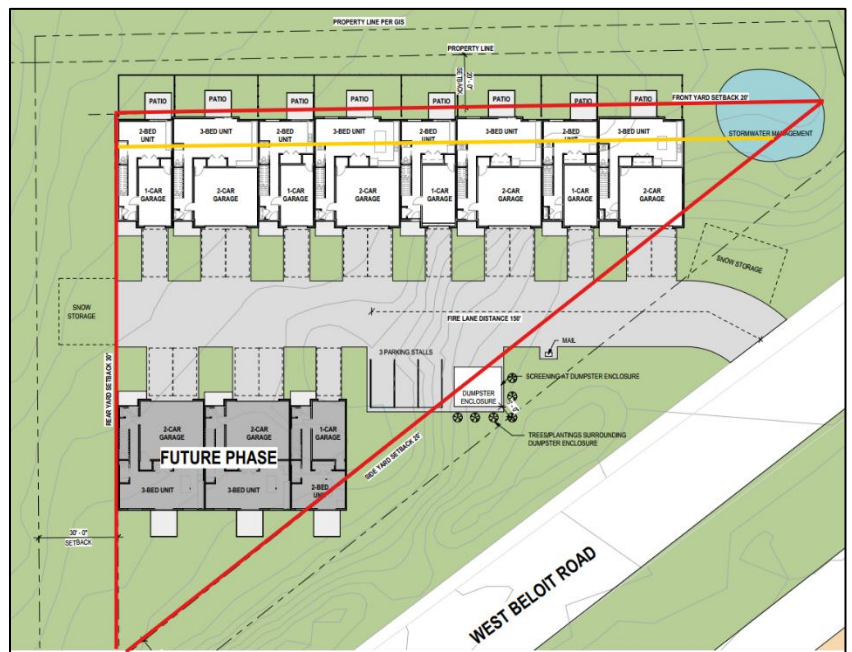
Properties to the north, south, and east are zoned PUD and MFR-1 Low Density Multiple-Family Residential District and consist of duplexes and 8-unit apartment buildings. Properties to the west and north are zoned R-1 Single-Family Residential District and include single-family dwellings.

Compatibility of the Proposed Plan with the MFR-2 Zoning District

The proposed number of units for the first phase of development yields an 8.3 gross density, and a gross density of 10.6 once the future phase is constructed. When the future phase is constructed, it would exceed the maximum density for MFR-2; Staff recommends the applicant either reduce the gross density of their proposal or that the properties be rezoned to MFR-3, which permits the proposed unit density.

There are a number of setback requirements that the proposed layout does not meet. The required setbacks for both MFR-2 and MFR-3 are the same, so the setbacks are not

met regardless of which zoning type is approved. Notably, the front yard is located along W. Cold Spring Rd., and the applicant is proposing to have patios and fencing for each unit project into the front yard setback, which is not permitted. Please note that, while the setback listed on the proposed plan is 20ft., the actual requirement for the front yard setback is 30ft. The side yard setback is also encroached into by buildings in



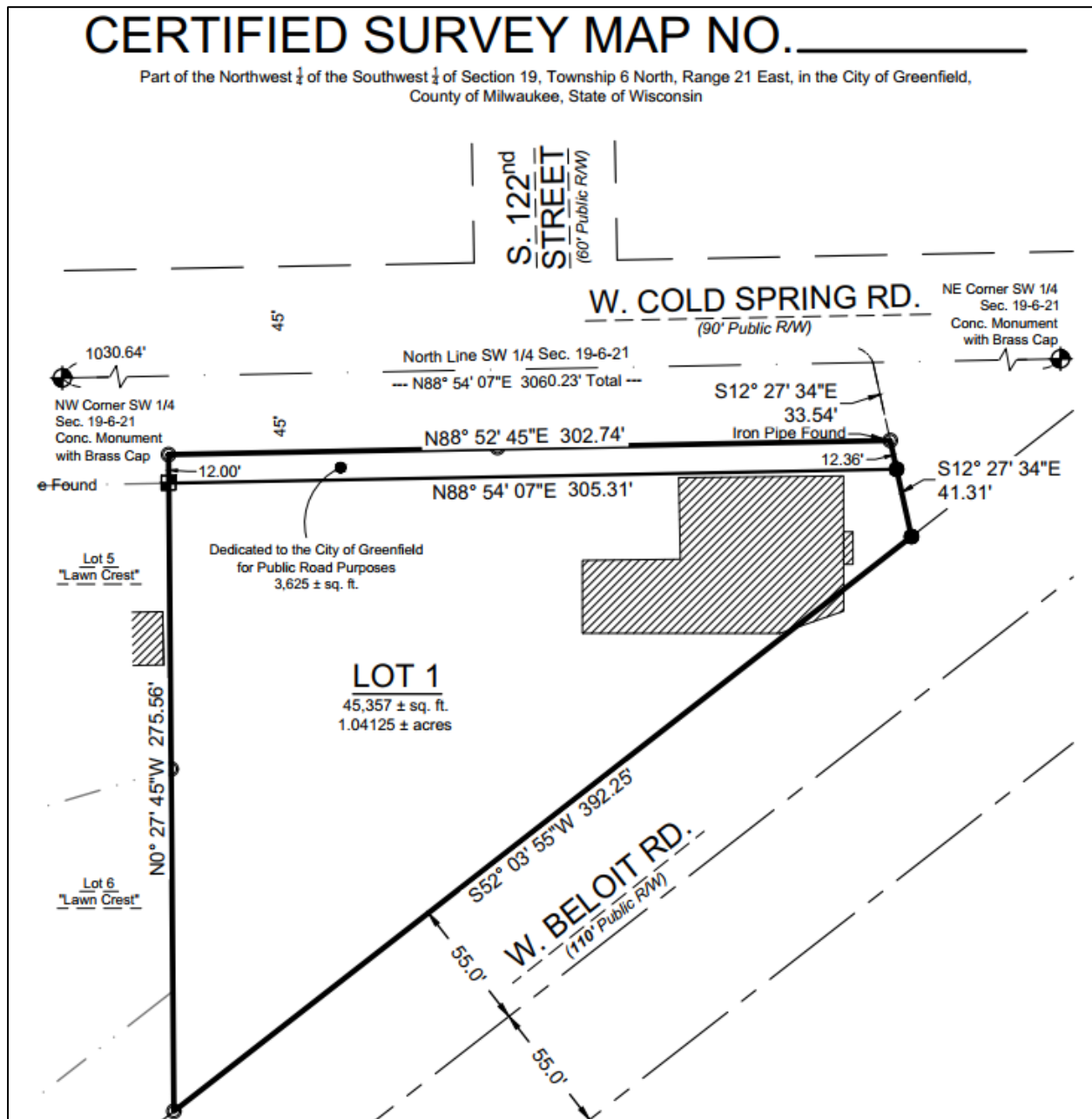
both Phase 1 and Phase 2. The dumpster enclosure is also located within the side yard setback and the stormwater management would exist within the right-of-way.

Overall, staff recommends that the scale of the project be reduced to address issues with setback requirements. If fewer units were constructed, it would reduce or eliminate encroachment into required setbacks. Simply, staff believes that too much is

being proposed to be constructed given the size of the partial. A reduction in scope would likely result in fewer conflicts with municipal code.

Certified Survey Map

The CSM is proposing to combine the two lots so that the development can span both properties. There is a jog in the dedicated Right-of-Way along W. Cold Spring Rd. that will be corrected. If the rezone is approved, the CSM would bring the lot into compliance with the MFR-2's minimum lot size requirement.



Recommendation: Recommend Common Council approval of the Ordinance to amend the official Greenfield Zoning Map by rezoning the property located at 12140 and 12164 W. Beloit Rd. from C-1 Neighborhood Commercial District to MFR-2 Medium Density Multiple-Family Residential District, submitted by Carl Miller, d/b/a Dimension IV Madison Design Group, represented by Pat Finn, d/b/a The Sigma Group (Tax Key Nos. 610-9989-000 and 610-9990-000)

Recommendation: Recommend Common Council approval of the Certified Survey Map for a proposed land combination of two parcels located at 12140 and 12164 W. Beloit Rd., submitted by Carl Miller, d/b/a Dimension IV Madison Design Group, represented by Pat Finn, d/b/a The Sigma Group (Tax Key Nos. 610-9989-000 and 610-9990-000), subject to Plan Commission and Staff comments, and the following conditions:

(Items 1 through 3 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.
3. Payment of the City's impact fee of \$1,806.00 per new dwelling unit, as required.

9A. Special Use Permit for Growing Mindful Psychotherapy Creciendo Plenamente, a proposed mental health counseling office, to be located at 6510 W. Layton Ave., Suite 5, submitted by Cesilia Gonzalez-Esparza, d/b/a Growing Mindful Psychotherapy (Tax Key No. 603-9942-004)

9B. Site Review for Growing Mindful Psychotherapy Creciendo Plenamente, a proposed mental health counseling office, to be located at 6510 W. Layton Ave., Suite 5, submitted by Cesilia Gonzalez-Esparza, d/b/a Growing Mindful Psychotherapy (Tax Key No. 603-9942-004)

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



Overview & Zoning

The applicant, Cesilia Gonzalez-Esparza, d/b/a Growing Mindful Psychotherapy, is proposing to open a mental health counseling office in the existing 425 sq. ft. upstairs tenant space located at 6510 W. Layton Ave., Suite 5. The office will provide bilingual (English and Spanish) Brainspotting trainings, in-person and telehealth counseling for individuals, couples, and groups, treating anxiety, depression, trauma/PTSD, and grief. The applicant is a Licensed Professional Counselor in Wisconsin and a National Certified Counselor. She has been practicing since 2020.



The property is zoned C-2 Community Commercial District, which permits mental health counseling services as a Special Use. Since this is a new use in this tenant space, a public hearing and a new Special Use Permit are required. A public hearing can be scheduled as soon as September 15, 2026.

The proposed hours of operation are 9:00am to 7:00pm, Monday through Wednesday, 9:00am to 5:00pm Thursday, and 9:00am to 2:00pm Friday. There will be two (2) 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 site was most recently reviewed in February 2026.

At that time, a few issues were identified. All were addressed, including the City receiving a letter stating that the parking lot would be restriped by the end of May 2026, and then repaved and restriped by the end of 2028. Staff have spoken with the property owner, and there were issues meeting the May 2026 deadline due to the construction on W. Layton Ave. Staff have heard from the property manager that the restriping will occur on August 29th.

Landscaping, Lighting, HVAC/Utility Box Screening, Fencing, and Signage: No proposed changes.

Engineering Comments: N/A

The proposed use in this tenant space will require 3 parking spaces (5 per 1,000 sq. ft. The other uses on this property requires 88 parking spaces, for a total of 91 spaces required. The property provides 66 spaces; Common Council may waive the shortage.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Review for Growing Mindful Psychotherapy Creciendo Plenamente, a proposed mental health counseling office, to be located at 6510 W. Layton Ave., Suite 5, submitted by Cesilia Gonzalez-Esparza, d/b/a Growing Mindful Psychotherapy (Tax Key No. 603-9942-004), subject to Plan Commission and Staff comments.

- 10A. Special Use Permit for Milwaukee Intertribal Circle Inc, a proposed individual and family services organization, to be located at 6510 W. Layton Ave., Suite 101, submitted by Trina Cynova, d/b/a Milwaukee Intertribal Circle Inc (Tax Key No. 603-9942-004)**
- 10B. Site Review for Milwaukee Intertribal Circle Inc, a proposed individual and family services organization, to be located at 6510 W. Layton Ave., Suite 101, submitted by Trina Cynova, d/b/a Milwaukee Intertribal Circle Inc (Tax Key No. 603-9942-004)**

Items 10A and 10B may be considered together or separately.

Overview & Zoning

The applicant, Trina Cynova, d/b/a Milwaukee Intertribal Circle Inc, is proposing to open an individual and family services organization in the existing 2,200 sq. ft. downstairs tenant space located at 6510 W. Layton Ave., Suite 101. The previous tenant was a private tutoring business. The mission

of the Milwaukee Intertribal Circle (MIC) is to promote inclusion and empowerment among all tribally enrolled individuals and their descendants, create a gathering place where the community can share, teach, and learn while promoting, practicing, and



preserving culture, heritage, and community. The MIC has been providing services, gatherings, and teachings for over 3 years utilizing different community centers and spaces. They partner with several Native organizations in the area.

The property is zoned C-2 Community Commercial District, which permits individual and family services organizations as a Special Use. Since this is a new use in this tenant space, a public hearing and a new Special Use Permit are required. A public hearing can be scheduled as soon as September 15, 2026.

The proposed hours of operation are 7:00am to 11:00pm, daily. There will be four (4) 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. This property is the same as the previous agenda item.

Landscaping, Lighting, HVAC/Utility Box Screening, Fencing, and Signage: No proposed changes.

Engineering Comments: N/A

The proposed use in this tenant space will require 11 parking spaces (5 per 1,000 sq. ft. The other uses on this property requires 80 parking spaces, for a total of 91 spaces required. The property provides 66 spaces; Common Council may waive the shortage.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Review for Milwaukee Intertribal Circle Inc, a proposed individual and family services organization, to be located at 6510 W. Layton Ave., Suite 101, submitted by Trina Cynova, d/b/a Milwaukee Intertribal Circle Inc (Tax Key No. 603-9942-004), subject to Plan Commission and Staff comments.

- 11A. **Special Use Permit for Face to Face Spa, a proposed medical spa, to be located at 7426 W. Holmes Ave., submitted by Lianna Utley, d/b/a Living Well Holding Company (Tax Key No. 617-9975-020)**
- 11B. **Site Review for Face to Face Spa, a proposed medical spa, to be located at 7426 W. Holmes Ave., submitted by Lianna Utley, d/b/a Living Well Holding Company (Tax Key No. 617-9975-020)**

Items 11A and 11B may be considered together or separately.

Overview & Zoning

The applicant, Lianna Utley, d/b/a Living Well Holding Company, is proposing to open a personal wellness

services business in the existing 1,500 sq. ft. tenant space located at 7426 W. Holmes Ave. The previous tenant was Ideal Image Laser Hair Removal. The business will provide wellness services such as laser hair removal, medical facials, and injections. The applicant has 20 years of experience in consumer goods and has earned an MBA.

The property is zoned PUD Planned Unit Development District with C-2 approved uses, which permits personal wellness services as a Special Use. Since this is a new use in this tenant space, a public hearing and a new Special Use Permit are required. Ideal Image Laser Hair Removal, while similar, did not have a Special Use Permit and therefore, this cannot be considered a Special Use Review. A public hearing can be scheduled as soon as September 15, 2026.

The proposed hours of operation are 10:00am to 11:00pm, daily. There will be three (3) full-time employees and three (3) 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 the Plan Commission review. The site was most recently reviewed in January 2019; no new issues were identified during the recent site visit.

Landscaping, Lighting, HVAC/Utility Box Screening, Fencing, and Signage: No proposed changes.

Engineering Comments: N/A

The business will require 8 parking spaces (5 per 1,000 sq. ft.). A total of 67 spaces are required for the property. The property provides 62 spaces; Common Council may waive the shortage.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Review for Face to Face Spa, a proposed medical spa, to be located at 7426 W. Holmes Ave., submitted by Lianna Utley, d/b/a Living Well Holding Company (Tax Key No. 617-9975-020), subject to Plan Commission and Staff comments.

- 12A. Special Use Permit for Z Alterations & Bridal Sewing LLC, a proposed clothing alterations business, to be located at 4160A S. 108th St., submitted by Dao Vang, d/b/a Z Alterations & Bridal Sewing LLC (Tax Key No. 567-9972-004)**
- 12B. Site Review for Z Alterations & Bridal Sewing LLC, a proposed clothing alterations business, to be located at 4160A S. 108th St., submitted by Dao Vang, d/b/a Z Alterations & Bridal Sewing LLC (Tax Key No. 567-9972-004)**

Items 12A and 12B may be considered together or separately.

Overview & Zoning

The applicant, Dao Vang, d/b/a Z Alterations & Bridal Sewing LLC, is proposing to open a clothing alterations business in the existing 800 sq. ft. tenant space located at 4160A S. 108th St. The tenant space was previously occupied by Milwaukee PC. The applicant has 22 years of sewing and alterations experience.

The property is zoned C-4 Regional Business District, which permits clothing alterations as a Special Use. Since this is a new use in this tenant space, a public hearing and a new

Special Use Permit are required. A public hearing can be scheduled as soon as September 15, 2026.

The proposed hours of operation are 10:00am to 6:00pm, Monday through Friday, and 10:00am to 3:00pm Saturday. There will be one (1) full-time 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. The site was last reviewed in May 2026; no new issues were discovered during the most recent site visit.



Landscaping, Lighting, HVAC/Utility Box Screening, Fencing, and Signage: No proposed changes.

Engineering Comments: N/A

The proposed business requires 4 parking spaces (5 spaces per 1,000 sq. ft. of floor area). The entirety of the building requires 92 spaces. The property provides 80 spaces. Common Council may waive the shortage.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Review for Z Alterations & Bridal Sewing LLC, a proposed clothing alterations business, to be located at 4160A S. 108th St., submitted by Dao Vang, d/b/a Z Alterations & Bridal Sewing LLC (Tax Key No. 567-9972-004), subject to Plan Commission and Staff comments.

- 13A. Special Use Permit for Hannah Fedor Tattoo Studio, a proposed tattoo parlor, to be located at 5170 S. 76th St., Suite 213, submitted by Hannah Fedor, d/b/a Hannah Fedor Tattoo Studio (Tax Key No. 650-8998-009)**
- 13B. Site Review for Hannah Fedor Tattoo Studio, a proposed tattoo parlor, to be located at 5170 S. 76th St., Suite 213, submitted by Hannah Fedor, d/b/a Hannah Fedor Tattoo Studio (Tax Key No. 650-8998-009)**

Items 13A and 13B may be considered together or separately.

Overview & Zoning

The applicant, Hannah Fedor, d/b/a Hannah Fedor Tattoo Studio, is proposing to open a tattoo parlor in the existing 120 sq. ft. tenant space located at 5170 S. 76th St., Suite 213. The applicant is a state-licensed tattoo artist.

The property is zoned C-4 Regional Business District, which permits tattoo parlors as a Special Use. Since this is a new use in this tenant space, a public hearing and a new Special Use Permit are required. A public hearing can be scheduled as soon as September 15, 2026.

The proposed hours of operation are 10:00am to 10:00pm, daily. There will be one (1) full-time 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. The property was most recently reviewed in October 2025; no new issues were identified during the most recent site visit.

Landscaping, Lighting, HVAC/Utility Box Screening, Fencing, and Signage: No proposed changes.

Engineering Comments: N/A



The proposed business requires 3 parking spaces (2 spaces per chair plus 1 space per employee) and the remaining building requires 101 parking spaces, for a grand total of 104 parking spaces. A total of 47 stalls are provided on the property. The Common Council may waive the shortage.

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Review for Hannah Fedor Tattoo Studio, a proposed tattoo parlor, to be located at 5170 S. 76th St., Suite 213, submitted by Hannah Fedor, d/b/a Hannah Fedor Tattoo Studio (Tax Key No. 650-8998-009), subject to Plan Commission and Staff comments.

- 14A. Special Use Permit for Wisconsin Early Autism Project (WEAP), a proposed mental health practitioner's office, to be located at 4131 W. Loomis Rd., Suite 100, submitted by Keri Wallenkamp, d/b/a LEARN-IT Systems, LLC, represented by Tom Vavra, d/b/a Vavra Designs (Tax Key No. 600-1001-000)**
- 14B. Site Review for Wisconsin Early Autism Project (WEAP), a proposed mental health practitioner's office, to be located at 4131 W. Loomis Rd., Suite 100, submitted by Keri Wallenkamp, d/b/a LEARN-IT Systems, LLC, represented by Tom Vavra, d/b/a Vavra Designs (Tax Key No. 600-1001-000)**

Items 14A and 14B may be considered together or separately.

Overview & Zoning

The applicant, Keri Wallenkamp, d/b/a LEARN-IT Systems, LLC, is proposing to open a mental health practitioner's office in the existing 5,300 sq. ft. tenant space located at 4131 W. Loomis Rd., Suite 100. LEARN-IT Systems, LLC operates approximately 170 centers nationwide, including numerous locations in Wisconsin and throughout the Midwest. The organization specializes exclusively in evidence-based behavioral therapy for children with autism and has an established history of operating



safely within office and medical office environments. The center is designed to provide one-on-one and small-group Applied Behavior Analysis (ABA) therapy for children. Services are educational and developmental in nature and focus on improving communication, social interaction, daily living skills, and behavioral development.

The property is zoned O – Office and Professional Services District, which permits mental health practitioner’s offices as a Special Use. Since this is a new use in this tenant space, a public hearing and a new Special Use Permit are required. A public hearing can be scheduled as soon as September 15, 2026.

The proposed hours of operation are 9:00am to 5:00pm, Monday through Friday. There will be sixteen (16) full-time employees and ten (10) 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 the Plan Commission review. The site was last reviewed in July 2023. No new issues were identified during the most recent site visit.

Landscaping, Lighting, HVAC/Utility Box Screening, Fencing, and Signage: No proposed changes.

Engineering Comments: N/A

The original site plan required 193 parking stalls; currently there are 200 provided. Once the Loomis Crossing Technology Park is constructed, the site will have 231 parking stalls.



Recommendation: Recommend Common Council approval of the Special Use Permit and Site Review for Wisconsin Early Autism Project (WEAP), a proposed mental health practitioner's office, to be located at 4131 W. Loomis Rd., Suite 100, submitted by Keri Wallenkamp, d/b/a LEARN-IT Systems, LLC, represented by Tom Vavra, d/b/a Vavra Designs (Tax Key No. 600-1001-000), subject to Plan Commission and Staff comments.

- 15A. Special Use Permit for StarLife Wellness Clinic & Spa, a proposed personal wellness services business, to be located at 6825 W. Layton Ave., submitted by Amer Saleh, d/b/a StarLife Wellness Clinic and Spa, represented by Julija Vilcane Olvera, d/b/a Anderson Commercial Group, LLC (Tax Key No. 617-0118-000)**
- 15B. Site Review for StarLife Wellness Clinic & Spa, a proposed personal wellness services business, to be located at 6825 W. Layton Ave., submitted by Amer Saleh, d/b/a StarLife Wellness Clinic and Spa, represented by Julija Vilcane Olvera, d/b/a Anderson Commercial Group, LLC (Tax Key No. 617-0118-000)**

Items 15A and 15B may be considered together or separately.

Overview & Zoning

The applicant, Amer Saleh, d/b/a StarLife Wellness Clinic and Spa, is proposing to open a medical spa in the existing 2,500 sq. ft. tenant space located at 6825 W. Layton Ave. The previous tenant was dry cleaning business. The applicant has 25 years of healthcare experience, providing a strong foundation in patient care, clinical knowledge, and professional healthcare operations. Services offered include wellness consultations, weight management programs, IV hydration therapy, vitamin injections, skincare and facial treatments, body contouring, massage therapy, and other non-surgical aesthetic services.



The property is zoned C-2 Community Commercial District, which permits personal wellness services businesses as a Special Use. Since this is a new use in this tenant space, a public hearing and a new Special Use Permit are required. A public hearing can be scheduled as soon as September 15, 2026.

The proposed hours of operation are 9:00am to 8:00pm, Friday through Wednesday, and 9:00am to 4:00pm on Thursday. There will be one (1) full-time employee 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 the Plan Commission review. The site was reviewed for a rezoning application in March 2026. The property owner repaved the parking lot and

repoured curbs throughout the property. Overall, it looks very nice. Staff do recommend that the property owner installs curb stops for the parking spaces directly in front of the building where there is not poured curb, to prohibit any vehicles from accidentally driving into the building or into pedestrians. The property owner has agreed to install the curb stops as needed.

The window signage is compliant with code restrictions.

Landscaping, Lighting, HVAC/Utility Box Screening, Fencing, and Signage: No proposed changes.

Engineering Comments: N/A

The medical spa use in this tenant space will require 13 parking spaces (5 per 1,000 sq. ft.) The other uses on this property requires 37 parking spaces, for a total of 50 spaces required. The property provides 38 spaces; Common Council may waive the shortage.



Newly poured curb

Recommendation: Recommend Common Council approval of the Special Use Permit and Site Review for StarLife Wellness Clinic & Spa, a proposed personal wellness services business, to be located at 6825 W. Layton Ave., submitted by Amer Saleh, d/b/a StarLife Wellness Clinic and Spa, represented by Julija Vilcane Olvera, d/b/a Anderson Commercial Group, LLC (Tax Key No. 617-0118-000), subject to Plan Commission and Staff comments, and the following conditions:

(Item 1 is required to be satisfied prior to the issuance of an Occupancy Permit.)

1. Curb stops are installed in the parking spaces immediately adjacent to the building where there is not an existing curb.

16. Community Development Report.

17. Adjournment.