

CITY OF GLENDALE  
5909 North Milwaukee River Parkway  
Glendale, Wisconsin 53209

AGENDA -- PLAN COMMISSION

**Tuesday, October 04, 2016**

**6:00 P.M.**

1. Roll Call and Pledge of Allegiance.
2. Adoption of Minutes of Meeting Held on September 6, 2016.
3. a. Sign Appeal, Arby's, 5260 North Port Washington Road.  
Review and approve proposed sign appeal variance.  
*Dan Nielsen, Flyway/Signarama Signs*
- b. Plan Commission Review, La Causa, 5235 North Ironwood Road. Review and approve proposed social services agency administrative office use and occupancy.  
*George Torres, La Causa President & CEO*
- c. 6:00 P.M. Conditional Use Permit, Jet's Pizza, 6813 North Green Bay Avenue (Glendale Square 6801-6823). Review and approve proposed pizza restaurant use and occupancy.  
*Nathan Jordan, Jet's Pizza Franchisee*
- d. 6:00 P.M. Conditional Use Permit, Chubby's Cheesesteaks, 430 West Silver Spring Drive (Bayshore Town Center). Review and approve proposed request for business hours (proximity to single-family residential zoning).  
*Murad Hamdan, Chubby's Cheesesteaks*
- e. Plan Commission Review: Request to Modify Planned Development District Agreement as to Use(s) Permitted, 6524-6744 North Sidney Place (Glen Hills Apartments, AKA Sidney Place Apartments, AKA Mill Pond PUD), Review proposal to install a fence enclosure within the 6554 North Sidney Place parcel for the purpose of a dog park (pet playground) for renters at the Glen Hills Apartments.
- f. Referral from Common Council: Request to Consider Allowing Restaurants with Drive-Through Window Service along North Port Washington Road between West Marne Avenue and West Silver Spring Drive.

NOTICE: Although this is NOT a meeting of the Glendale Common Council, a majority of Council members may be in attendance. No action or deliberation by the Council will take place.

-Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.-

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Tuesday, September 6, 2016

Pursuant to adjournment, the City Plan Commission met in the Common Council Chambers of City Hall, 5909 North Milwaukee River Parkway.

Mayor Kennedy called the meeting to order at 6:00 p.m.

Roll Call: Present: Mayor Bryan Kennedy, Commissioners JoAnn Shaw, Kam Cronwell, Fred Cohn, Gary Lippow, Robert Pfauth, and Tomika Vukovic. Absent: None.

Other Officials Present: Rachel Reiss, Deputy City Administrator, Todd M. Stuebe, Director of Community Development.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on Thursday, September 1, 2016, of the date of this meeting, the agenda was posted on the official bulletin board in City Hall, copies of the agenda were made available to the general public in the Municipal Building and the Police Department, and those persons who have requested were sent copies of the agenda.

PLEDGE OF ALLEGIANCE.

The Members of the Plan Commission, City staff and all those present pledged allegiance to the flag of the United States of America.

ADOPTION OF THE MINUTES.

Motion was made by Comm. Cohn, seconded by Comm. Lippow, to approve the minutes of the meeting held on Tuesday, July 5, 2016. The Plan Commission did not convene Tuesday, August 2, 2016, due to a lack of submitted agenda items. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

MATTERS FOR CONSIDERATION.

- I. Plan Commission Review, Elite Sports Club-River Glen, 2001 West Good Hope Road. Review and approve proposed change modifying the Site Plan to provide a fence enclosure in the southwest corner of the property.

Mr. Stuebe stated that the Plan Commission Report was distributed to the Plan Commissioners and Applicant and is incorporated herein as follows:

Plan Commission Report:

Elite Sports River Glen will present a proposed change to the Site Plan that will modify the enclosed fenced perimeter in the southwest of the Elite Sports-River Glen site located at 2001 West Good Hope Road (Refer to drawings). The site is zoned S-1 Special (Institutional) District, and the

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proposed change to the Site Plan requires Plan Commission review and approval.

Photographs A and B. View from North Berwyn Avenue Looking West.



Elite will utilize the increased grass turf fence enclosed space to have outside health and fitness activities and the fence will serve a similar function as with the existing smaller fenced perimeter, to keep children in and to keep playing balls from leaving the property, also serving to secure the Elite property.

Staff suggest that along the west side of the North Berwyn Avenue right-of-way the fence be shifted west due to the proximity to North Berwyn Avenue. There is an existing storm sewer easement that traverses the land from northeast to southwest that the City will require access to maintain the existing storm sewer pipeline. An Agreement will be necessary to assure that the City has the necessary access to the storm sewer and to determine the responsibilities as to the costs to remove and replace fences, and address liability for any damage to the storm sewer pipeline.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant approval of the proposed changes to the Site and Landscaping plan per the following requirements: 1) Common Council approval of an Agreement with the City of Glendale to assure access to the storm sewer pipeline, determine responsibilities for any necessary removal and/or replacement of fence, and liability for any damage caused to the storm sewer easement; 2) All City of Glendale building and fire codes being fulfilled to the satisfaction of the Building Inspector and North Shore Fire Department.

Peter Ogorek introduced himself as the architect for the project to renovate the Elite River Glen facility into a family-friendly facility, and also introduced Tom Karrels representing Elite. Mr. Ogorek presented the proposed changes to the Plan Commission.

Comm. Cohn asked what activities will take place within the fence enclosed space.

Mr. Ogorek state that the same things that happened within the space previously, and to keep balls from going into the neighbors yards.

Community Development Director stated that the City Attorney suggested the requirements could be made conditions of the Fence Permit and also that Staff are suggesting that the fence, where proximate to North Berwyn Avenue, be relocated west to align with the North Berwyn right-of-way.

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The Plan Commission talked about the possibility of an opening such as a gate in the fence enclosure would provide access that the City requires to maintain the storm sewer pipe.

Motion by Comm. Cohn, seconded by Comm. Cronwell, that the Plan Commission grant approval of the proposed changes to the Site and Landscaping plan per the two requirements, and that to chamfer the corner along North Berwyn Avenue. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

- II. Plan Commission Review, Holiday Inn, 4700 North Port Washington Road. Review proposed building addition to the swimming pool facility to include a hot tub, fitness room, restrooms, and storage space, with complementary landscape changes.

Mr. Stuebe stated that the Plan Commission Report was distributed to the Plan Commissioners and Applicant and is incorporated herein as follows:

Plan Commission Report:

Architect Steve Esser, on behalf of Nagib Lakhani, requests Plan Commission review and approval of the architectural and landscape plans to add a hot tub, fitness center, restrooms, and storage space, to the existing Holiday Inn hotel building located at 4700 North Port Washington Road. The property is zoned B-1, Sub-Area K, (Hotel and Convention Center) Business and Commercial District, and the proposed architectural and landscape changes require Plan Commission review and approval.

Image A. Holiday Inn Presentation of June 3, 2014



Hot tub and fitness center are common amenities at a premier hotel/conference center facility. The project is non-complex and the proposed architectural image and landscape changes are indicated in the

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distributed plan documents. The exterior materials match the existing building.

There will be a modest decline in the number of parking stalls as seven parking spaces are eliminated as a result of the proposed improvements. Owner will provide the proposed project schedule.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant approval of the proposed architecture and landscape plan for the proposed improvements to the Holiday Inn facility located at 4700 North Port Washington Road, per to the following requirements: 1) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary; and 2) All City of Glendale building, and fire codes being fulfilled to the satisfaction of the Building Inspector and the North Shore Fire Department;

Steve Esser introduced himself as project architect with Schroeder & Holt representing the property owner and presented the project to the Plan Commission.

Motion by Comm. Cohn, seconded by Comm. Cole, that the Plan Commission grant approval of the proposed architecture and landscape plan for the proposed improvements to the Holiday Inn facility located at 4700 North Port Washington Road, per the two requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

III. Plan Commission Review, Cable Com, LLC, 6070 North Flint Road. Review and approve proposed changes to Site Plan pertaining to outside storage use.

Mr. Stuebe stated that the Plan Commission Report was distributed to the Plan Commissioners and Applicant and is incorporated herein as follows:

Plan Commission Report:

In late 2014 CableCom, a network cable install and construct company, acquired the 6070 North Flint Road property. The Plan Commission reviewed and approved (December 2, 2014) the proposed use and occupancy, as well as changes to the Site/Landscaping Plan to provide for the proposed use by CableCom.

Not unexpectedly, with growth CableCom needs to increase the size of the storage yard enclosure to store more cable reels, and also has identified a need for more parking spaces on the property for employees. CableCom's narrative description of the immediate need is also included in the Plan Commission documents. The land is zoned M-1 Warehouse, Light Manufacture, Office and Service District, and the proposed outside storage use element requires Plan Commission review and approval to modify the existing Conditional Use Permit.

Photographs C and D. Views of Existing Cable Reel Storage Yard (South).

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The proposed changes to the storage yard are located south of the existing warehouse building and storage yard, space that is presently occupied by proliferating regrowth. Historic aerial photographs indicate that there was a natural drainage way that conveys or conveyed runoff west to east across the property (Refer to the below 1951 aerial photograph) and CableCom will want to evaluate whether filling will impede the runoff drainage pattern.

1951 Aerial Photograph that Indicates Historic Natural Drainage Way.



The proposed employee parking is located on the north side of the property, continuing the parking that presently exists there. There will be some loss of green space that includes several trees and grass turf.

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Photograph E and F. Views of Existing and Proposed Employee Parking.



Community Development Director Stuebe stated that staff recommends that the Plan Commission grant approval to modify the existing Conditional Use Permit for Cable Com, LLC, a network cable install and construct company, to make the proposed Site/landscaping Plan changes per the following requirements: 1) Outside storage is limited to fiber optic cable reels and closely related materials; 2) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary pursuant to tenant/owner lease responsibilities; 3) Demonstrate to the satisfaction of the Director of Public Works that the proposed changes will not activate Stormwater Management requirements or impair the natural drainage of the lands; and 4) Written certification by owner of compliance with State of Wisconsin Department of Safety and Professional Services requirements for physically disabled parking prior to issuance of Occupancy Permit.

Teri Severinsen and Al Kunert introduced themselves as representatives of CableCom, LLC, and presented the project to the Plan Commission.

Motion by Comm. Cohn, seconded by Comm. Cronwell, that the Plan Commission grant approval to modify the existing Conditional Use Permit for Cable Com, LLC, a network cable install and construct company, to make the proposed Site/landscaping Plan changes per the four requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

IV. Plan Commission Review, Halloween Express, 200 West Silver Spring Drive.  
Review and approve proposed temporary Halloween costume specialty shop use and occupancy.

Mr. Stuebe stated that the Plan Commission Report was distributed to the Plan Commissioners and Applicant and is incorporated herein as follows:

Plan Commission Report:

Applicant, Jon Majdoch, seeks Plan Commission review and approval for Halloween Express (Previously Halloween Extreme, Halloween Express, and Discount Halloween), a seasonal costume specialty shop use, to temporarily occupy the former Betty Johnson Interiors space located at the east side of the 200 West Silver Spring Drive site (Mr. Majdoch informed staff that he

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owned and operated the Halloween seasonal store the first year that it was operated in the City of Glendale in the former Hollywood Video store). Over the past several years Jim Peterson owned and operated Discount Halloween and Halloween Extreme in the same space. The proposed use is a permitted use in the B-1, Sub Area E zoning district with Plan Commission review and approval.

Halloween Express will occupy about 7,000 square feet. Based on the previous occupancy of the 200 West Silver Spring Drive tenant space the site will accommodate the proposed temporary use by Halloween Express. As the date of Halloween approaches access to the site during peak hours may present some challenges.

Proposed hours of operation are 10:00 a.m. to 9:00 p.m. Monday through Saturday, and Sunday 11:00 a.m. to 7:00 p.m. The Applicant anticipates that there will be a total of twenty (20) employees and between two and ten employees working at the site at any given time.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant use and occupancy approval for Jon Majdoch to operate Halloween Express, a seasonal costume specialty shop, in the former Betty Johnson Interiors tenant space, located at 200 West Silver Spring Drive, per the following requirements: 1) Time period for temporary occupancy through Wednesday, November 2, 2016; 2) No outside displays, activities, or distractions of any kind; 3) Property to be regularly policed to maintain a litter-free condition; 4) Signs require a Sign Permit per the Glendale Sign Code; and 5) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and Fire Marshall, respectively.

Jon Majdoch introduced himself as the owner of Halloween and presented the proposed use and occupancy to the Plan Commission.

Motion by Comm. Cohn, seconded by Comm. Lippow, that the Plan Commission grant use and occupancy approval for Jon Majdoch to operate Halloween Express, a seasonal costume specialty shop, in the former Betty Johnson Interiors tenant space, located at 200 West Silver Spring Drive, per the five review conditions. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

ADJOURNMENT.

Motion by Comm. Lippow, seconded by Comm. Cohn, to adjourn the Plan Commission until 6:00 p.m. on Tuesday, October 4, 2016. Roll Call: Ayes: Mayor Bryan Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Motion carried unanimously.

Todd M. Stuebe, Director of Community Development

Recorded: Sunday, September 11, 2016

**NOTE:**

**Meeting Time is 6:00 p.m.**

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City of Glendale Plan Commission

**6:00 P.M., Tuesday, October 04, 2016**

- Plan Commission Report -

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**Glendale**

RICH PAST.  
BRIGHT FUTURE.

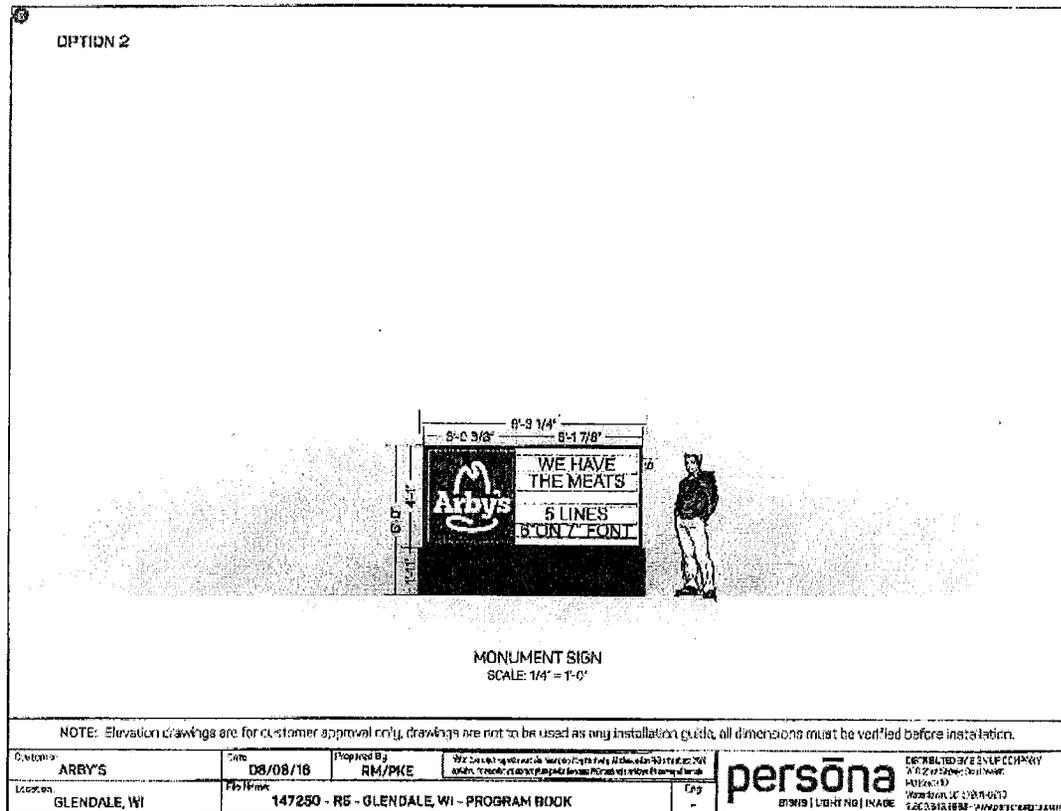


**Staff Report to the Plan Commission**  
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**3a. Sign Appeal, Arby's, 5260 North Port Washington Road.** Review and approve proposed sign appeal variance.

Arby's representative will present a proposed monument sign (Refer to Exhibit A) that asks for signage that is beyond what is permitted under the Glendale Sign Code. Sign Permits were previously completed for the wall sign and side entry sign (Refer to Photograph A) that have been installed on the under construction building. Signage variances require Plan Commission review and approval.

Exhibit A: Proposed Monument Sign.



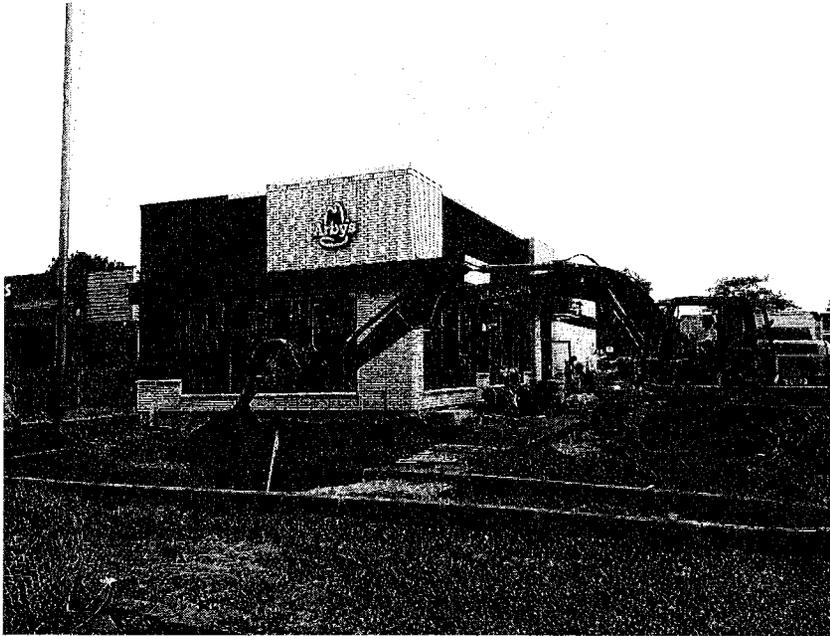
Arby's initially included a pole or pylon type of sign in the signage package, and was informed that such signs are not a permitted type, and that the amount of requested signage was not permitted. The Sign Code provides for either a wall sign or a monument sign.

Note that Burger King had a monument sign (refer to Photograph B) and a small wall sign on the side wall. Over the years Burger King made adjustments to its signage as it became antiquated and changes were made to the Sign Code in the early 1990's.

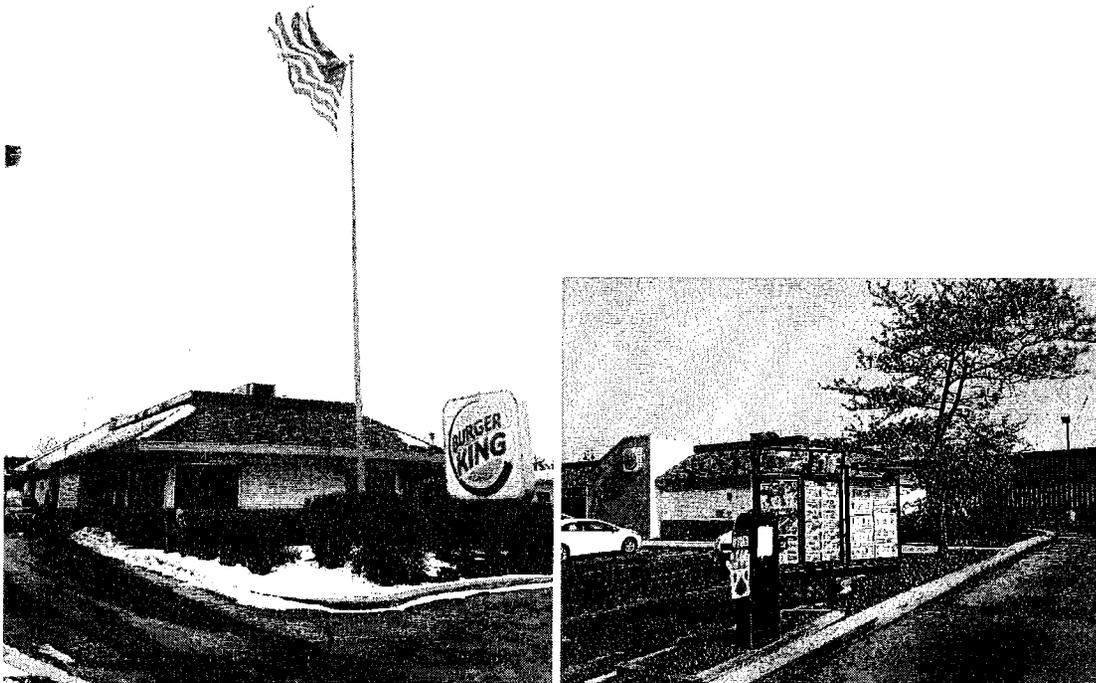
The proposed Arby's monument sign is proposed to be located in its own front yard, essentially where the prior Burger King Monument sign was located.

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Photograph A: Existing Arby's Signage per Permit (Wall Sign and Side Entry Door "Arby's")



Photograph B: Burger King Monument Sign



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Glendale Sign Code Requirements

The Plan Commission may grant a variance to the Sign Code. Per the Sign Code sign variances are intended to allow flexibility to the sign regulations while still fulfilling the purpose of the regulations, with the caveat that it is not intended to permit the erection or maintenance of signs that are prohibited. The Sign Code states that the Plan Commission shall make the final decision using the following criteria:

- a. The basic rule of thumb should be that there be no public harm and there be a public benefit.
- b. Variance considerations will include proposals for signs which would enhance the overall character of a neighborhood, or to mitigate unusual site conditions.
- c. The sign as proposed will not result in an undue concentration of signage which renders it difficult or confusing to read existing signs.
- d. The effect of a proposed sign may have on depreciating property values of a neighborhood.
- e. The Plan Commission, in its deliberation of an adjustment, may consider the location of the proposed sign, the height, the size, the appearance, number, and location of other signs in the vicinity of the proposed sign, and any other factor the Plan Commission deems appropriate.

The necessary action by the Plan Commission is to grant, require to modify, or to deny the sign variance request.

**3b. Plan Commission Review, La Causa, 5235 North Ironwood Road.** Review and approve proposed social services agency administrative office use and occupancy.

George Torres seeks Plan Commission approval for La Causa, Incorporated, a social services agency that provides professional services with administrative support services, to use and occupy the 30,000 square-foot office-warehouse building located at 5235-37 North Ironwood Road. The site is zoned B-1, Sub-Area C-1, and the proposed use and occupancy requires Plan Commission review and approval. La Causa has acquired the 5235-37 North Ironwood Road property.

La Causa has 160 to 175 employees, and contemplates that 80 to 100 will be working at 5235-37 North Ironwood, which Applicant reports has 120 parking places with 50 more available to La Causa. La Causa business hours are typically between 8:00 a.m. and 5:00 p.m. Monday through Friday, with some work evenings and Saturdays.

Parking should be satisfactory for the proposed use.

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**Staff Recommendation:** **Staff recommends that the Plan Commission grant approval of the Conditional Use Permit, as well as use and occupancy approval, for La Causa, Incorporated, a social services agency that provides professional services and administrative support services, per the following:**

- 1) All landscaping and lighting features being maintained and replaced and/or replenished when necessary;
- 2) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and the North Shore Fire Department;

**3c. 6:00 P.M. Conditional Use Permit, Jet's Pizza, 6813 North Green Bay Avenue (Glendale Square 6801-6823).** Review and approve proposed pizza restaurant use and occupancy.

Nathan Jordan seeks Plan Commission Conditional Use Permit review and approval for Jet's Pizza to use and occupy the tenant space (former Curves and Sonja's Subs tenant space) in the Glendale Square multi-tenant center for the purpose of operating a Jet's Pizza restaurant. The site is zoned B-2 Community Business District and, under the requirements of Section 13.1.35, the proposed use and occupancy requires Plan Commission Conditional Use Permit review and approval.

Jet's Pizza will mostly provide delivery and carry-out with limited table seating. Jet's Pizza will join Glen Café and Royal Wok as restaurant uses within Glendale Square. There were previously three restaurants when Sonia's Subs and Sweets occupied the same tenant space within Glendale Square.

Jet's Pizza proposed business hours are Sunday through Thursday from 10:00 a.m. to 10:00 p.m., and Friday and Saturday from 10:00 a.m. to 11:00 p.m. Due to the proximity to a district zoned residential (<500') Jet's proposed business hours will require approval within the Conditional Use Permit requirements of 7.15.4(a)(1)b.1. Jet's Pizza anticipates having a total of 20 employees with as many as 12 employees working at the same time.

Glendale Square has a standard signage theme that includes white letters on a bronze/brown panel. Jet's Pizza has indicated that it will follow the existing theme rather than maintain the request for a red and white sign. At the time of the hearing the signage request should be verified and included in the approval.

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**Staff Recommendation:** **Staff recommends that the Plan Commission Conditional Use Permit review approval be granted for Nathan Jordan to operate Jet's Pizza, a pizza restaurant with principally delivery and carry-out with limited table seating, per the following:**

- 1) Jet's Pizza proposed business hours are Sunday through Thursday from 10:00 a.m. to 10:00 p.m., and Friday and Saturday from 10:00 a.m. to 11:00 p.m.
- 2) Signs consistent with the Glendale Square white letter on bronze/brown panel;
- 3) Signs require a Sign Permit per the Glendale Sign Code;
- 4) Delivery vehicles shall not be parked on the property so as to constitute signage display;
- 5) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary pursuant to tenant/owner lease responsibilities;
- 6) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and the North Shore Fire Department;

**3d. 6:00 P.M. Conditional Use Permit, Chubby's Cheesesteaks, 430 West Silver Spring Drive (Bayshore Town Center).** Review and approve proposed request for business hours (proximity to single-family residential zoning).

Murad Hamdan of Chubby's Cheesesteaks seeks Plan Commission Conditional Use Permit review and approval to have business hours that are beyond what is permitted for retail uses located within 500 feet of a district zoned residential.

Glendale Code of Ordinances 7.15.4 requires that retail businesses located within 500 feet of a district zoned residential be closed between the hours of 10:00 p.m. and 6:00 a.m., with an exception for certain uses. At present, not being licensed for the sale and on-premise consumption of beer and liquor and not having drive-up windows, Chubby's Cheesesteaks is eligible, upon Conditional Use Permit review and approval, to be open until 11:00 p.m. Sunday through Thursday, and until 12:00 a.m. (midnight) Saturday and Sunday mornings. The approval as stated in the Code is at the sole discretion of the Plan Commission, with such conditions may be imposed by the Plan Commission (Refer to attached 7.15.4(a)(1)b.2.).

Chubby's Cheesesteaks proposed business hours in this request reach beyond what is provided for above as follows:

	<b>Chubby's Proposed</b>	<b>Permitted w/CUP Review</b>
Sunday – Wednesday:	10:00 a.m. – 2:00 a.m.	Close 11:00 p.m.
Thursday – Saturday:	10:00 a.m. – 3:00 a.m.	Close 12:00 p.m. (midnight)

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Chubby's Cheesesteaks has framed its request as a request for Extended Hours. Glendale Code of Ordinances 7.15.4(b) Extended Hours – Special Events states that the Common Council, in its sole discretion, may extend the hours of any retail business, upon request of such retail business, for special events, based on the criteria stated. The frequency of Chubby's Cheesesteaks request is every day of the year, making the request as a Special Event somewhat dubious, however, the Plan Commission may approve the business hours provided for within the bounds of 7.15.4(a)(1)b.2., and this matter may be further considered by the Common Council should it be determined that the request satisfies the requirement of being a Special Event.

**Staff Recommendation:**     **Staff recommends that the Plan Commission Conditional Use Permit review approval be granted for Murad Hamdan to operate Chubby's Cheesesteaks, a cheesesteak specialty restaurant with delivery and carry-out and dine-in seating, per the following:**

- 1) Closing time as provided for per the exception provided in Glendale Code of Ordinances 7.15.4(a)(1)b.2., with a closing time of 11:00 p.m. Sunday through Thursday, and 12:00 a.m. (midnight) Saturday and Sunday mornings.

3e.     **Plan Commission Review: Request to Modify Planned Development District Agreement as to Use(s) Permitted, 6524-6744 North Sidney Place (Glen Hills Apartments, AKA Sidney Place Apartments, AKA Mill Pond PUD)**, Review proposal to install a fence enclosure within the 6554 North Sidney Place parcel for the purpose of a dog park (pet playground) for renters at the Glen Hills Apartments.

Munson, Incorporated, has submitted a Building Permit to install a 40' x 60' fence enclosure within the Glen Hills Apartments complex that is proposed as a "Dog Park." Several Site Plan exhibits, photographs of the environs, and rules for the Dog Park are included in the submittal review documents. The Glen Hills Apartments complex lands are zoned PD-Planned Unit Development District and, as such, the use of the site is per the original development project plan and Agreement and as subsequently amended by agreement.

The approved use of the site is for 224 multi-family housing units with 345 surface parking spaces, with lighting and landscaping, all in the existing configuration, and maintained per the Agreement. An Amendment was approved to construct a community facility whose plan was approved by the Plan Commission June 11, 2013, although the project has not yet moved forward.

The proposal for a Dog Park use on the property must first be considered by the Plan Commission per Zoning Code 13.1.55(c). If, in the opinion of the Plan Commission the proposed change does not constitute a substantial alteration of the original plan and the modification is recommended by the Plan Commission, the change may be made with the

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approval of the Common Council. The alternative is that the Plan Commission opinion is that the proposed change in use is a substantial alteration, which requires a complete review per the procedure given in Zoning Code 13.1.53 and 13.1.54, which essentially requires a petition to rezone the property with fee, complete plan submittal, and both the Plan Commission and Common Council public hearing requirement. The community facility followed the former process that did not include the public hearings.

City Staff are not aware of any other or similar pet enclosures within any of the Planned Unit Development projects located within the City of Glendale. Several years ago Coventry Apartments broached the possibility of such a facility but never submitted a formal request to do so.

The necessary action by the Plan Commission is to formulate an opinion as to whether introduction of a 40' x 60' fenced enclosure to be operated and maintained as Dog Park constitutes a substantial alteration to the original project which is a 224 unit multi-family housing complex, which will determine the procedure for further review by both the Plan Commission and the Common Council.

- 3f. **Referral from Common Council: Request to Consider Allowing Restaurants with Drive-Through Window Service along North Port Washington Road between West Marne Avenue and West Silver Spring Drive.**