

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

This meeting is in person, but will be broadcast over Zoom to
accommodate residents with COVID concerns.

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AGENDA—COMMON COUNCIL MEETING

Monday, February 13, 2023

6:00 p.m.

1. Roll Call and Pledge of Allegiance.
2. Public Comment. Glendale residents, business owners and property owners are invited to speak to the Council on items that are not on the agenda and are within the City's ability to regulate or control.
3. Consent Agenda:
 - a) Adoption of Minutes: Meetings held on January 9, 2023, and January 23, 2023
 - b) Approval: Accounts Payable
4. Presentation: Beerline Trail Improvements by the Milwaukee County Department of Transportation
5. New Business: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
 - a) Review and Consideration: No Mow May Operational Policies for 2023
 - b) Review and Approval: Intergovernmental Agreement - Cost Sharing of a multi-use trail, intersection improvements, and crosswalks as part of State-Let Project on Green Bay Road, from Good Hope Road to Range Line Road at an estimated cost of \$62,200
 - c) Review and Approval: Certified Survey Map (CSM) - Modifying an existing lot at 5901 and 5909 North Milwaukee River Parkway for North Shore Fire and Rescue and the City of Glendale, in the S-1 Special (Institutional) District, and the Government and Institutional land use classification, Tax Key Numbers 168-9024-000 and 168-9025-000
 - d) Review and Approval: Resolution - Establishing the written procedures designed to foster public participation regarding an amendment of the Comprehensive Plan as required under Section 66.1001 of Wisconsin Statutes.
 - e) Review and Approval: Permit Fee Waiver - For the City's Portion of Plan Review and Permit Fees for North Shore Fire and Rescue for the Redevelopment of Station 82, located at 5901 Milwaukee River Parkway
 - f) Review and Approval: Text Amendment - Allowing for Expanded Issuance of Class "B" Fermented Malt Beverage Licenses and "Class B" Intoxicating Liquor Licenses to Establishments that do not Operate a Restaurant, and Expanding Exceptions to Limitations on "Other Businesses" on Class "B" Premises

Upon reasonable notice, efforts will be made to accommodate the needs of
persons with disabilities.

- g) Review and Approval: Text Amendment - Title 15, Chapter 6 – “Regulation of Signs, Billboards and other Advertising Medium” of the Code of Ordinances of the City of Glendale
 - h) Review and Approval: Multi-Year Agreement – Between the City of Glendale and Villani Landshapers Lawn & Landscape Maintenance for Landscaping Services at an annual cost of \$105,379.85
 - i) Review and Approval: Agreement - Between the City of Glendale and Glendale Convention and Business Association for Marketing and Fundraising Support Services
6. Commission, Committee, Board and Staff Reports: (This is an Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member and Administrator update.)
7. Adjournment.

3A-3B
2/13/2023

CONSENT AGENDA

- a) Adoption of Minutes: Meetings held on [January 9, 2023](#) and [January 23, 2023](#).
- b) [Approval: Accounts Payable](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: City Council
Presentation from Milwaukee County Parks regarding the status of the Beerline Trail

FROM: John S. Fellows, AICP, Dir. of Community Development

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

Milwaukee County DOT, in partnership with City of Milwaukee, secured CMAQ funding to extend the Beerline Trail connecting its north end to neighborhoods north and west, to Glendale, and to the regional trail network as envisioned by Route of the Badger.

- Trail connection provides safe, comfortable, non-motorized transportation access to jobs, education, entertainment and other essential services.
- Creates off-street trail from Capitol Drive overpass to Port Washington Road
- Creates new all ages and abilities on-street bikeway connection along Port Washington Road from Capitol Drive to Olive Street
- Creates new off-street trail from Port Washington Road to Green Bay Avenue, utilizing WisDOT’s investment in newly constructed trail underpass under I-43
- Connects existing Beerline Trail to neighborhoods to the northwest and eventually to proposed 30th Street Corridor trail area.
- City of Milwaukee DPW would maintain trail extension between Green Bay Avenue and 20th Street Corridor
- Milwaukee County DOT would compensate Milwaukee County Parks to maintain trail extension between I-43 and Green Bay Avenue
- WisDOT is responsible for section of trail extension under I-43 but would compensate Milwaukee County Parks to maintain it
- Maintenance responsibility for the section of trail east of I-43 is yet to be determined (Glendale will not be responsible for any maintenance of the trail)
- Trail extension would include a new access road along the west side of I-43 from the trail underpass to Glendale Avenue that would be available for the City of Glendale to use (if desired).

RECOMMENDATION:

This item required no action and is for informational purposes only.

ACTION REQUESTED:

This item required no action and is for informational purposes only.

ATTACHMENTS:

[Attachments – Beerline Trail Presentation](#)

SUBJECT: Discussion and possible action on No Mow May

FROM: Charlie Imig, Director of Public Works

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

Last year, the City of Glendale first participated in “No Mow May”. No Mow May is a conservation initiative that encourages people to stop mowing or mow less often for the month of May to create habitat and provide resources for bees and other early-season pollinators.

Under No Mow May, communities suspend the enforcement of their lawn and weed ordinances for the month, thus allowing property owners to delay lawn care as a way to promote pollinator-friendly habitat early in the growing season. During 2022, a number of private property owners voluntarily participated in the program. Due to the timing of the approval for the 2022 No Mow May program, the City did not participate in the program for our properties.

Staff is asking the Council to formally consider the City’s participation in the 2023 No Mow May program for private property and certain publicly-owned properties owned and maintained by the City. If the City Council recommends the certain City properties be part of No Mow May, staff recommend the following:

- Retention pond and lots W Olive Street and N Lydell Avenue
- Retention ponds at N Argyle Avenue and W Silver Spring Drive
- Ditch along W Bender Road from N Flint to Kummrow Automotive
- Vacant (floodplain) lots down at lower Sunny Point Lane
- Vacant lots along N River Forest Drive
- Property on N Range Line Road, north of W Good Hope Road
- Lot at 6035 N Jean Nicolet Road
- Indian Prairie, just south of City Hall campus
- City property at the south end of Bridgewood Court

We will still mow the first 6-8 feet in from the ROW for vision clearance at all of these properties. Also, we will mow along any abutting property line, so as not to encroach on resident’s properties.

RECOMMENDATION:

Staff recommends the City's participation and promotion of No Mow May conservation initiative, effective in 2023.

ACTION REQUESTED:

Motion to direct City staff to not enforce mowing requirements in May 2023 for those residents who wish to participate in No Mow May (with all properties in full compliance by June 7, 2023) and implement participation in No Mow May for City properties identified in this memorandum.

ATTACHMENTS:

None

SUBJECT: Discussion and consideration of an 80/20 cost share split for a multi-use trail, intersection improvements, and crosswalks as part of State-Let Project ID: 3565-03-03/73 [STH 57 (N Green Bay Avenue), from 0.1 mi S of W Fairlane Avenue to W Teutonia Avenue]

FROM: Charlie Imig, Director of Public Works
John S. Fellows, Community Development Director

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	Capital Projects
Budgeted Expenditure:	\$62,200
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	§86.25(1)(2)(3)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

In 2026, the Wisconsin Department of Transportation (WisDOT) is currently proposing a future resurfacing project on STH 57 (N Green Bay Avenue), from 0.1 mi S of W Fairlane Avenue to W Teutonia Avenue. The scoping of the project involves the WisDOT working with the City of Glendale to provide a shared-use path/sidewalk on the east side of STH 57 from W Good Hope Road to N Range Line Road for pedestrians and bicycles.

The City of Glendale Pedestrian and Bike Plan calls for sidewalks along the west side of the street and a multi-use trail along the west side of the street. WisDOT has determined that the existing shoulders are acceptable bike facilities. However, they did agree that pedestrian improvements were necessary. WisDOT scoped and estimated cost for both the multi-use path and the sidewalk. The east side of the road has many ditches, culverts, and hills which make installation of a sidewalk unusually costly. WisDOT determined that a multi-use path in this area would be acceptable for pedestrian facilities at a cost equal to or less than a sidewalk.

Staff worked with WisDOT to include intersection improvements at W Hemlock Road and W Wending Drive. These improvements will include curb ramps and a crosswalk for pedestrian crossings at both intersections. Also, there will be a connection to a curb ramp on NE corner at N Green Bay Avenue and W Good Hope Road. This intersection will be redesigned as part of a HSIP project starting this year.

The cost share for this work will be an 80/20 split WisDOT to Glendale, which brings Glendale's share in terms of today's dollars to \$62,200. The State Municipal Financial Agreement (SMFA) will be written with an 80/20 cost share, so that both parties carry the burden of costs increasing or decreasing at the time of the project being LET for construction. Currently, this is not a budgeted item, so funding would need to be committed this year but will not be due, at least, until 2026.

RECOMMENDATION:

Staff recommends that City Council direct staff to work with WisDOT to develop an SMFA and authorize the City Administrator to sign the document based upon an 80/20 Split with the cost share in today's dollars at \$62,200.

ACTION REQUESTED:

Motion to direct staff to work with WisDOT to develop a State municipal Financial Agreement, authorize the City Administrator to enter into the agreement based upon an 80/20 Split with the cost share in today's dollars at \$62,200 and approve funding in 2026 for that amount.

ATTACHMENT:

1. [WisDOT Project 3565-03-03/73 Planset \(City of Glendale Limits\)](#)



SUBJECT: City Council
Discussion and recommendation to the City Council for a proposed Certified Survey Map (CSM) to modify an existing lot at 5901 and 5909 North Milwaukee River Parkway for North Shore Fire and Rescue and the City of Glendale, in the S-1 Special (Institutional) District, and the Government and Institutional land use classification, Tax Key Numbers 168-9024-000 and 168-9025-000.

FROM: John S. Fellows, AICP, Director of Community Development
Ken Smith, MPA, M.S.; Planner

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	Wis. Stat. § 236.10(3)
Municipal Code:	Title 13 - Zoning Code

Land Use:	Government and Institutional
Zoning:	S-1 Special (Institutional) District
Target Investment Area:	N/A

BACKGROUND/ANALYSIS:

A Certified Survey Map (CSM) is proposed for the lands that include 5901 and 5909 North Milwaukee River Parkway for modifications of property lines and easements. 5901 will gain additional acreage and 5909 will decrease in acreage. The need for the CSM is directly related to the redevelopment of the North Shore Fire and Rescue new fire station and the North Shore Health Department building.

The Plan Commission recommended approval for this item at its meeting on February 7, 2023.

RECOMMENDATION:

Staff recommends the Common Council grant approval of a Certified Survey Map (CSM) for 5901 and 5909 North Milwaukee River Parkway.

Staff Comments:

1. The land surveyor is responsible for signing, stamping all pages.
2. The developer (North Shore Fire/Rescue) shall provide the City a signed copy of the approved document following council approval.
3. This CSM shall be recorded with the Milwaukee County Register of Deeds office.



5909 North Milwaukee River Parkway
Glendale, WI 53209

ACTION REQUESTED:

Grant approval of a Certified Survey Map (CSM) for 5901 and 5909 North Milwaukee River Parkway, subject to the following:

1. The land surveyor is responsible for signing, stamping all pages.
2. The developer shall provide the city a signed copy of the approved document following council approval.
3. This CSM shall be recorded with the Milwaukee County Register of Deeds office.

ATTACHMENTS:

[Attachments – CSM NSFR / City of Glendale](#)

SUBJECT: Discussion and consideration the adoption of written procedures designed to foster public participation regarding updates and amendment of the Comprehensive Plan as required under Section 66.1001 of Wisconsin Statutes.

FROM: John S. Fellows, Community Development Director

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

Wisconsin Statutes:	66.1011
Municipal Code:	

BACKGROUND/ANALYSIS:

Request:

State Statutes require communities to adopt a public participation plan for the creation and amendment of a community’s comprehensive plan. In 2019, prior to the adoption of the Comprehensive Plan, the City of Glendale developed a public participation plan which is outlined in the attached document.

This document introduces the concept of amending the comprehensive plan, however the plan does not specifically address public participation strategies for amendments to the plan. This proposal is designed to incorporate the participation methods as outlined in 2019 for updates, but also clearly define public participation methods for amendments to the adopted plan or adopted land use map.

The Plan Commission recommended approval of the plan on February 7, 2022 and adopted the following Resolution.

RECOMMENDATION:

Staff recommends that City Council adopt the attached resolution.

ACTION REQUESTED:

Motion to adopt the attached resolution.

ATTACHMENT:

- [Attachment: 2019 Comprehensive Plan Public Participation Plan - Adopted](#)
- [Attachment: 2023 Comprehensive Plan Public Participation Plan – Draft](#)
- [Attachment: Resolution Plan Commission](#)
- [Attachment: Draft Resolution City Council](#)



SUBJECT: City Council
Discussion and recommendation regarding waiving the City portion of fees related to demolition, budling, HVAC, plumbing, electrical, erosion control, and other permits issued by the City of Glendale for the redevelopment of the North Shore Fire and Rescue and North Shore Health Department building at 5901 North Milwaukee River Parkway, Tax Key Numbers 168-9024-000 and 168-9025-000.

FROM: Karl Warwick, City Administrator
John S. Fellows, AICP, Director of Community Development

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Municipal Code:	Title15- Building Code
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Land Use:	Government and Institutional
Zoning:	S-1 Special (Institutional) District
Target Investment Area:	N/A

BACKGROUND/ANALYSIS:

North Shore Fire and Rescue and North Shore Health Department will be applying for permits and commencing construction of the new building shortly. The City of Glendale contracts with Safe Built for plan review inspection services. Each permit has a 40/60 Split between the City and Safe Built, where the city retains 40% of the cost for those services provide by municipal staff, while sixty percent of the fees goes to Safe Built for the services that they provide.

The City of Glendale is financing the construction of the new station and recently approved bonding for the financing. City staff is proposing that City Council waive Glendale’s 40% fee as the City and other North Shore Communities are funding this public project.

RECOMMENDATION:

Staff recommends the Common Council grant approval of waiving the 40% portion of various plan review and permits for the construction of the new facility at 5901 N Milwaukee River Parkway as the City of Glendale is financing the construction.

ACTION REQUESTED:

Motion – Grant approval of waiving the 40% portion of various permits for the construction of the new facility at 5901 N Milwaukee River Parkway as the City of Glendale is financing the construction.

SUBJECT: Liquor Code Amendment Regarding Restaurants

FROM: Karl Warwick, City Administrator

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	125.02
Municipal Code:	7.2.14(k)

BACKGROUND/ANALYSIS: The City Council previously approved an ordinance removing the requirement that “Class B” Intoxicating Liquor Licenses be associated with a restaurant. As part of this ordinance, the City Council adopted regulations to allow certain business types with Class “B” fermented liquor license holder to allow those under the age of 21 to be granted access to premises where alcohol is sold and consumed. This ordinance is identical to the State Law regarding the list of exemptions. The ordinance was written to apply to Class “B” fermented liquor licenses because that is the way the State Law is written and the State Law assumes that “Class B” intoxicating liquor licenses has the same exemptions. Staff was asked to modify the previously approved ordinance to include a statement that “the exemptions listed in this subsection also apply to “Class B” licenses, consistent with State Statute”. This statement will ensure that residents and businesses have a fully understanding of the law regarding liquor licensing.

RECOMMENDATION: Approve an ordinance clarifying the type of liquor licenses .

ACTION REQUESTED:

Motion to approve an ordinance eliminating the requirement that Class B, Intoxicating Liquor Licenses be defined as a Restaurant. Remove the requirement that Class B Intoxicating Liquor Licenses be limited to three, and not more than one per altermatic district.

ATTACHMENTS:

[Ordinance](#)

SUBJECT: Discussion and Consideration of a text amendment for Title 15, Chapter 6 – “Regulation of Signs, Billboards and other Advertising Medium” of the Code of Ordinances of the City of Glendale.

FROM: John S. Fellows, Community Development Director

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Ordinance Amending Title 15, Chapter 6

BACKGROUND/ANALYSIS:

City Staff have been reviewing various ordinances and processes. Title 16, Chapter. 6 regulates signs.

The proposed text amendments cover several items which include:

- Updating of staff titles to be more generic and flexible
- Addition and clarification of several definitions.
- Modification of Permit Fees to remove permit fees in years two and one which have not been used in the past two decades, adding fees for signs larger than 150 square feet, adding fees for temporary signs for clarification, clarifying fees related to planned sign programs, signs related to encroachments, and clarification of Appeals and Special Exceptions.
- Clarification of sign approval via staff and Plan Commission.
- Creation of process for allowing for signs within the public right-of-way (Encroachment)
- Addition of design criteria for apartments, condominiums.
- Removal of random language.
- Addition of standards and criteria for Electronic Message Boards.
- Clarification of Appeals process and Special Exception process.

The planning commission reviewed the ordinance on February 7, 2023 and recommended the following changes from the original draft.

15.6.10 Permanent Signs by Definition and Requirements

(n) 1. a. iv. When located within a S-1 Special (Institutional) District. Only one electronic message center is allowed per monument sign per property.

15.6.10 Permanent Signs by Definition and Requirements

(n) 3. Sign Area: Fifty percent (50%) of the allowed monument sign area.

RECOMMENDATION:

- Staff recommends the City Council adopt the proposed ordinance with recommendations incorporated from Plan Commission.

ACTION REQUESTED:

Motion – To approve the ordinance as presented.

ATTACHMENT:

[Attachment: Red Line Ordinance](#)

[Attachment: Draft Ordinance](#)



SUBJECT: Results for the 2023-26 Landscape Services Three-Year Request for Proposal

FROM: Charlie Imig, Director of Public Works

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	General Fund /TIF 8
Budgeted Expenditure:	\$81,225/\$24,275
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

This is the second time sending out requests for proposal for landscaping services. The proposed contact is for a three-year period to lock in better rates for this service. Previously, the City executed a three-year agreement with Sebert Landscaping for these services. This agreement expired at the end of 2022 and the results of the Request for Proposals for landscaping services for 2023, 2024 and 2025 are listed below:

- | | |
|--|---------------------|
| 1. Villani Landshapers Lawn & Landscape Maintenance, Inc. | \$316,139.55 |
| 2. Sebert Landscaping | \$336,000.00 |
| 3. Quality Landscape & Lawn Care | \$774,300.00 |
| 4. David J. Frank Landscape Contracting, Inc. | NO BID |

Staff contacted references from the low bidder, Villani Landshapers, and have concluded that they are an established contractor in the area and have performed well on similar contracts for other municipal and collegiate organizations, as confirmed by Staff through reference checks.

RECOMMENDATION:

Staff recommends awarding the three-year contract to Villani Landshapers Lawn & Landscape Maintenance, Inc. in the amount of \$316,139.55. To be paid in increments of \$105,379.85 each of those years.

ACTION REQUESTED:

Motion to accept the low proposal and award of contract to Villani Landshapers Lawn & Landscape Maintenance, Inc. in the amount of \$316,139.55.

ATTACHMENTS:

- [Request for Proposal Summary](#)

SUBJECT: Discussion and possible Action Agreement Between The City of Glendale and Glendale Convention and Business Association

FROM: Karl Warwick, City Administrator

MEETING DATE: February 13, 2023

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

The City of Glendale and Welcome to Glendale have been working cooperatively together for the purposes of fundraising and marketing services for community events. Welcome to Glendale has been performing these services for the City without an agreement outlining the services to be provided, expectations for Welcome to Glendale and compensation for providing these services. The enclosed agreement provides tasks for each party, expectations for Welcome to Glendale and compensation for providing these services. Under the proposed agreement, Welcome to Glendale would be paid 10% of the fundraising dollars raised for the 4th of July event, Music in the Glen concerts or any other fundraising. They would also be paid \$5,000 annually for providing marketing services for the City.

RECOMMENDATION:

Authorize the execution of an agreement with Glendale Convention and Business Association for marketing and fundraising services.

ACTION REQUESTED:

Authorize the execution of an agreement with Glendale Convention and Business Association for marketing and fundraising services.

ATTACHMENTS:

[Agreement for Services between the City of Glendale and the Glendale Convention and Business Association Inc.](#)