

CITY OF GLENDALE -- PLAN COMMISSION

Tuesday, March 6, 2018

The City Plan Commission convened in the Common Council Chambers of City Hall, 5909 North Milwaukee River Parkway for its regular monthly meeting,

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

Roll Call: Present: Mayor Bryan Kennedy, Commissioners Tomika Vukovic, Karn Cronwell, Bruce Cole, Gary Lippow, Josh Wadzinski, and JoAnn Shaw. Absent: None.

Other Officials Present: Rachel Reiss, City Administrator, Todd M. Stuebe, Director of Community Development, and North Shore Fire Department Battalion Chief John Maydak.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on Thursday, March 1, 2018, 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. Cole, seconded by Comm. Cronwell, to approve the minutes of the meeting held Tuesday, February 06, 2018. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cole, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

MATTERS TO BE CONSIDERED.

- I. Referral from Common Council: Application to Change Zoning of 6701 North Port Washington Road (Tax Key Parcels 1288966002 and 1328987001) from S-1 Special (Institutional) District to PD-Planned Unit Development District-Multiple Use (Commercial Retail and

Financial, Independent Senior Living and Assisted Senior Living Facility). Applicant to present proposed Concept Informational Statement and Concept General Development Plan to Plan Commission, Plan Commission review and inquiry, and consider scheduling Plan Commission public hearing.

Mr. Stuebe stated that Friday afternoon ICAP Development contacted City Staff and asked that the item be withdrawn from the Agenda until April. There was not any action required of the Plan Commission for this item.

- II. Plan Commission Review, Visa Lighting, Incorporated, 5775 North Glen Park Road and 1717 West Civic Drive (Oldenburg Group/Visa Lighting parcel). Review and approve proposed change to exterior entrance, 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:

Oldenburg Group proposes to add a covered entrance to the east façade (property street address number 5775 North Glen Park Road). The proposed style is consistent with the entrance to 1717 West Civic Drive.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant approval of the proposed architectural change for Oldenburg Group to complete the proposed improvements to the east façade of the property (5775 North Glen Park Road), as well as the use and occupy, with the following requirements: 1) All landscaping and lighting features being maintained and replaced and/or replenished as necessary pursuant to tenant/owner lease responsibilities; 2) All City of Glendale zoning, building, and fire codes being carried out to the satisfaction of the Building Inspector and the North Shore Fire Department; and, 3) Written certification by owner of compliance with State of Wisconsin requirements for physically disabled parking prior to issuance of Occupancy Permit.

John Bagnet introduced himself as architect representing owner Oldenburg Group.

Motion by Comm. Cole, seconded by Comm. Wadzinski, that the Plan Commission grant approval of the proposed architectural change for Oldenburg Group to complete the proposed improvements to the east façade of the property (5775 North Glen Park Road), as well as the use and occupy, per the three requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic,

Cronwell, Cole, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

- III. Certified Survey Map (CSM), 6151 and 6161 North Flint Road (Curtis & Kristin Crain). Review and approve proposed Certified Survey Map to modify property boundaries of 6151 and 6161 North Flint Road.

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

Curt and Kristin Crain propose to reconfigure their two existing parcels of land located at 6151 and 6161 North Flint Road and, with that, seek approval of the proposed Certified Survey Map to facilitate the change. The proposed change will allow parking that is already attendant to the north parcel (6161) to be located on the same parcel. The proposed Certified Survey Map (CSM) satisfies the minimum lot width (75 feet) and minimum lot area (9,000 SF) requirements, and is well within the maximum building lot coverage of 80 percent. Due to the late submittal date the technical review has not yet been completed.

The necessary action by the Plan Commission is to recommend that the Common Council approve the Certified Survey Map with requirements of payment of the \$205 (\$175.00 plus 2x\$15 = \$205) administrative fee, making any required technical corrections to the document, putting in place any necessary shared ingress/egress, shared parking, and maintenance agreements necessary to facilitate the proposed changes, and payment of City Engineer CSM technical review fees, and other required fees, if any.

Mr. Stuebe stated that the necessary action by the Plan Commission is to recommend that the Common Council approve the Certified Survey Map with requirements of payment of the \$205 (\$175.00 plus 2x\$15 = \$205) administrative fee, making any required technical corrections to the document, putting in place any necessary shared ingress/egress, shared parking, and maintenance agreements necessary to facilitate the proposed changes, and payment of City Engineer CSM technical review fees, and other required fees, if any.

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Mr. Curt Crain introduced himself as stated that he and his wife have owned the two properties, 6151 and 6161 North Flint Road, since 2002, 2003, 2004, or 2005, as a business incubator, and now would like to sell the smaller 6151 North Flint Road parcel, and that presently they have their attorney completing the necessary ingress-egress, cross parking, and maintenance restrictions and agreements. Mr. Crain continued to thank the City of Glendale for the nearby Park improvements.

Comm. Wadzinski observed that the attorney is looking at the shared easement agreement and asked if either of the property owners could put up a fence between the two properties, or would that be pavement.

Mr. Crain said that it would not be possible to place a fence along the property line between the to-be-created parcels.

Director of Community Development Todd Stuebe said that the proposed Certified Survey Map document has not yet received technical review due to its late submittal, however, that remains to be completed.

Motion by Comm. Cronwell, seconded by Comm. Cole, that the Plan Commission recommend that the Common Council approve the Certified Survey Map with requirements of payment of the \$205 (\$175.00 plus 2x\$15 = \$205) administrative fee, making any required technical corrections to the document, putting in place any necessary shared ingress/egress, shared parking, and maintenance agreements necessary to facilitate the proposed changes, and payment of City Engineer CSM technical review fees, and other required fees, if any. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cole, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

I. Reschedule Regular April Plan Commission meeting to 6:00 p.m. TUESDAY, APRIL 10, 2018, due to Election.

The required action is for the Plan Commission to reschedule the regular April Plan Commission meeting to 6:00 p.m. TUESDAY, APRIL 10, 2018, due to the Election.

Motion by Comm. Shaw, seconded by Comm. Vukovic that the Plan Commission change the date and time of the April Plan Commission meeting to 6:00 p.m., Tuesday, April 10, 2018, due to the Election. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cole, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

ADJOURNMENT.

Motion by Comm. Lippow, seconded by Comm. Wadzinski, to adjourn the Plan Commission until the date of its rescheduled regular meeting to be held at 6:00 p.m., Tuesday, April 10, 2018. Roll Call: Ayes: Mayor Bryan Kennedy, Commissioners Vukovic, Cronwell, Cole, Lippow, Wadzinski, and Shaw. Noes: None. Motion carried unanimously.

Todd M. Stuebe, Director of Community Development

Respectfully Submitted: Wednesday, March 7, 2018