

CITY OF GLENDALE — PLAN COMMISSION
Tuesday, June 2, 2020

Regular meeting of the City of Glendale Plan Commission convened in the City Hall Council Chambers located at 5909 N. Milwaukee River Parkway, Glendale.

The meeting was called to order by Mayor Kennedy at 6:00 p.m.

Roll Call: Present: Mayor Bryan Kennedy, Commissioners Karn Cronwell, Fred Cohn, Phillip Bailey, Josh Wadzinski, and Amanda Seligman. Absent: Commissioner Kyle Mack.

Other Officials Present: Rachel Safstrom, City Administrator; Todd M. Stuebe, Director of Community Development; Megan Humitz, City Clerk.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on Thursday, May 28, 2020, of the date and time of this meeting, the agenda was posted to the official bulletin board of City Hall, the Glendale Police Department, and the North Shore Library; that copies of the agenda were made available to the general public in the Municipal Building and the Police Department, and those persons who 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.

MATTERS TO BE CONSIDERED.

Adoption of Minutes from the May 5, 2020 Plan Commission Meeting.

Motion was made by Commissioner Cohn, seconded by Commissioner Bailey, to adopt minutes from the May 5, 2020 Plan Commission meetings, with changes previously submitted by Commissioner Seligman. Motion carried unanimously.

Plan Commission Review, Glendale Partners, LLC (Brian Monroe), 4205 North Port Washington Road. Review and approve proposed multi-tenant light industrial/warehouse/distribution architecture, site/landscaping, lighting, and signage, as well as site civil and drainage/stormwater management plans.

Mr. Stuebe gave a brief review of the proposed multi-tenant light industrial/warehouse/distribution architecture, site/landscaping, lighting, and signage, as well as site civil and drainage/stormwater plans. Glendale Partners, LLC representative Brian Monroe, proposes improvements to the property located at 4205 North Port Washington Road. The property is located between Interstate Highway 43 and North Port Washington Road, immediately north of and adjacent to the Home Depot store site in the City of Milwaukee, and historically has been referenced as the CMC site, Glendale Yards, former Milwaukee Road railroad yard site, and the Beerline Yards.

Mr. Stuebe stated the proposed building is about 225 feet by 165 feet, giving about 42,075 square feet. The property is accessed from North Port Washington Road via a 30-foot wide ingress-egress roadway, approximately 1,000 feet in length, that enters the property about 470 feet north of the intersection of North Port Washington Road and West Olive Street, that provides access to an employee parking lot with 55 parking spaces located along the east side of the proposed building, and further along to the west a loading area that is located along the west side

CITY OF GLENDALE — PLAN COMMISSION
Tuesday, June 2, 2020

of the proposed building, north of which there are an additional 30 parking spaces. The property comprises a total of about 5.07 acres of land.

Mr. Monroe, of Glendale Partners, LLC, stated they do not yet have a lease tenant for the proposed project. However, the proposal is to obtain Building Permits to complete site preparation work by fall of 2020, with the possibility of then commencing vertical construction and the project being complete in early to mid-2021.

Mayor Kennedy raised the question as to the purchase date of the property by Glendale Partners, LLC. Mr. Monroe confirmed the property was initially purchased in 2005, with nine transactions taking place since to shape the property, which began as 21 acres.

Motion was made by Commissioner Cromwell, seconded by Commissioner Cohn, to approve the architectural, site, landscaping, and lighting plans such that Glendale Partners, LLC, 4205 North Port Washington Road, may obtain the initial City of Glendale Building Permits to commence work to prepare the site for the building, and to then construct the proposed building improvements, as well as owner occupancy of the shell building, with the following requirements: 1. Certified Survey Map (CSM) recorded with the Milwaukee County Register of Deeds Office; 2. Light pole height is limited to 15-foot height; 3. Signage requires permit(s) per the Glendale Sign Code; 4. Civil and drainage/stormwater management plans satisfactory to the requirements of the City Engineer and Director of Public Works; 5. Erosion control plan satisfactory to Building Inspector and Director of Public Works; 6. Verify condition of existing utilities prior to connections to the City of Glendale utility facilities; 7. Submit necessary site civil plans for utilities and ingress-egress street connections to include utility and pavement design and plans satisfactory to the City Engineer and Director of Public Works; 8. City of Glendale (or other facility owner) permit(s) required for any work to be completed within the North Port Washington Road public street right-of-way or relating to City of Glendale watermain, sanitary sewer, or storm sewer facilities; 9. City of Glendale Building, Fire, and Public Health code requirements per the Building Inspector, the North Shore Fire Department, and the North Shore Health Consortium; 10. Future tenancies require Plan Commission Use and Occupancy review and approval; 11. Compliance with State of Wisconsin requirements for ADA parking. Motion carried unanimously.

Plan Commission Review, BP, 6204 North Port Washington Road. Review and approve exterior changes to the canopy structure and fuel pumps.

Mr. Stuebe gave a brief review of the proposed exterior changes by Jay Enterprises Petroleum 1, LLC to install a replacement gasoline fuel pump canopy structure at the BP located at 6204 North Port Washington Road. The site is zoned B-1, Sub-area D2, and under the Zoning Code changes to the Site Plan require review and approval of the Plan Commission.

Mr. Stuebe stated the existing canopy is about 75 feet by 25 feet and is configured in a south-north alignment. The proposed canopy is 50 feet by 50 feet. BP environmentally friendly green and lime green are proposed along the side of the canopy with the BP (Beyond Petroleum) sunburst logos within the west, south, and east sides. Mr. Stuebe added the current review and approval requested is for the canopy only, and the fuel pumps will be brought to the Commission later.

CITY OF GLENDALE — PLAN COMMISSION
Tuesday, June 2, 2020

Chris Powers and John D’Lapa from Walt’s Petroleum were present to represent Jay Enterprises Petroleum 1, LLC. Mr. D’Lapa stated the canopy update and signage are proposed to better cover the fuel pump area.

Mayor Kennedy clarified the fuel pump changes will need to be brought back to a future Plan Commission meeting, unless they remain the same in color, size, quantity, traffic flow, and placement. Mr. D’Lapa stated there will be the addition of one fuel pump, as well as re-orientation of the current pumps. The engineer from Walt’s Petroleum will submit the plan for review and approval.

Motion was made by Commissioner Seligman, seconded by Commissioner Bailey, to approve exterior changes to the canopy structure and fuel pumps by Jay Enterprises Petroleum 1, LLC to complete the proposed work at BP, 6204 North Port Washington Road, with the following requirements: 1. Signage requires permit(s) per the Glendale Sign Code; 2. City of Glendale Building, Fire, and Public Health code requirements per the Building Inspector, the North Shore Fire Department, and the North Shore Health Consortium. Motion carried unanimously.

Plan Commission Use and Occupancy Review, Camdyn Care, LLC, 2602 West Silver Spring Drive (Kivley Multi-Tenant Office Building). Review and approve care and training services/alternative health care provider, use, and occupancy.

Racquel Brown-Moss of Camdyn Care, LLC gave a brief review of the proposal to locate a care and training services/alternative health care business within the Kivley Office Building located at 2602 West Silver Spring Drive, and will occupy about 1,400 square feet in the lower level (half basement level) of the Kivley Office Building. The property is zoned B-3 Silver Spring Driver Commercial District. The facility will serve primarily people with autism. Ms. Brown-Moss currently works for Rufus King High School with people with autism, and is creating programming for adults that do not fall under any other umbrella of care. The programming will serve to enhance independence skills. The proposed business hours are Monday through Friday from 7:00 a.m. to 6:00 p.m., and will exclude holidays and weekends.

Mayor Kennedy raised the question regarding the number of employees that will be on site, the capacity of those that will be receiving services at one time, and the location of parking for staff or clients. Ms. Brown-Moss clarified that there will be 2 to 3 staff members on site, and a typical small group of 10-12 clients at one time. Staff will only require 2 parking spaces, and the clients will typically be dropped off and picked up.

Commissioner Cronwell raised concerns over the safety of clients due to the proximity to the street as well as the location of the office area in the basement. Ms. Brown-Moss stated at the time of any outings and during pick-up and drop-off, all staff will be available to assist and small groups will be utilized to ensure supervision. All clients being served are ambulatory, and staff will work with them to climb up and down the flight of stairs.

A.J. Rudnitzki, the property manager for Kivley Office Building, stated the space was previously used by Senator Lena Taylor’s campaign staff and served various populations, which were not challenged by the stairs or site location. He indicated there are only 8 stairs, and a loading space is available in front of the building. Additional parking is available on the north side of West Silver Spring Drive and the spaces provided for Camdyn Care staff as a tenant will be sufficient.

CITY OF GLENDALE — PLAN COMMISSION
Tuesday, June 2, 2020

Commissioner Cronwell questioned what certification will be required of Camdyn Care staff by the State of Wisconsin licensing category. Ms. Brown-Moss clarified the site will not be used as an Adult Day Care and at this time will not be accepting any Medicare or Medicaid funding, and therefore do not require additional certification or licensing.

Motion was made by Commissioner Bailey, seconded by Commissioner Wadzinski, to approve Camdyn Care, LLNC, a care and training services/alternative health care provider, use and occupancy of the half-basement level tenant space located within the Kivley Office Building, located at 2602 West Silver Spring Drive, with the following requirements: 1. Signage requires permit(s) per the Glendale Sign Code; 2. City of Glendale Building, Fire, and Public Health code requirements per the Building Inspector, the North Shore Fire Department, and the North Shore Health Consortium; 3. State of Wisconsin Department requirements for physically disabled parking.

Plan Commission Consideration of Concept Exhibit, Stan's Fit for Your Feet Center, 429 and 505 West Silver Spring Drive. Consider concept to provide a south ingress to the 429 and 505 West Silver Spring Drive premises.

Mr. Stuebe gave a brief review of the proposal by Stan's Fit for Your Feet, located at 505 West Silver Spring Drive, currently owned by Park Bank. The 429 West Silver Spring Drive property is owned by Capital Ventures, LLC and was previously occupied by Steinhafel's Mattress. Stan's Fit for Your Feet Shoes is asking that an ingress lane be provided from the south into 429 and 505 West Silver Spring Drive properties in the belief that this increased access will make it easier for customers from the east to reach the property and shop, which Stan's believes has been hindered by a safety median constructed in West Silver Spring Drive around 2005. Stan's maintains their customers routinely comment how difficult it is to get there. Mr. Stuebe stated the existing alley is twenty feet in width and extends between North Lydell Avenue and North Iroquois Avenue.

Mr. Stuebe stated the ingress drive lane is proposed as an ingress only. The proposed ingress will result in the loss of about seven (7) of the existing 26 parking spaces located with the 429 West Silver Spring property. There are 13 parking spaces with the 505 West Silver Spring Drive property, and a total of 39 parking spaces shared between the two properties.

Mayor Kennedy added the proposal will keep traffic from using the parking lot as access to North Iroquois Avenue. The request was previously submitted, however at that time the previous tenant did not want to give up parking spaces. Administrator Safstrom stated the development agreement from November 2000 indicates all agreed to cut off access to North Iroquois Avenue, however at the time there was an existing median. Mayor Kennedy added Alderwoman Vukovic agrees with this proposal as long as the ingress is angled in such a way that drivers are not able to cut through the parking lot.

James Sajdak, Stan's Fit for your Feet President/CEO, stated the installation of the median took a toll on their business, and contributed to customers parking on North Iroquois Avenue instead of utilizing the parking lot. Stan's is requesting a short driveway be created to the store to keep it a viable business. He added the 429 location struggles to find a new tenant as a result of the difficult access.

CITY OF GLENDALE — PLAN COMMISSION
Tuesday, June 2, 2020

Brooke Sansone, representing property owner Integral Management, stated they are willing to make the necessary improvements to the property.

Commissioner Cohn questioned if there will be additional signage required. Ms. Sansone stated that the access is one-way only. Mayor Kennedy confirmed that no additional signage should be required, as it is not provided for similar developments.

Mayor Kennedy recommends approval of the concept, with permission granted to Staff to work out the details. Staff may bring the changes back to Plan Commission if further approval is required.

Commissioner Wadzinski requested the consideration of speed humps to be added if the proposed ingress causes problems or becomes a cut-through for drivers.

Motion was made by Commissioner Cohn, seconded by Commissioner Bailey, to approve the concept to provide a south ingress to the 429 and 505 West Silver Spring Drive premises, with the allowance for Staff to finalize the details and bring back to Plan Commission if necessary.

2040 Comprehensive Plan Progress Update and Schedule to Adopt.

Administrator Safstrom gave a brief review of the 2040 Comprehensive Plan Progress and the Schedule to Adopt. As a result of the COVID-19 pandemic, open meetings and the open house were put on hold. A recommendation was given by the consulting firm to conduct a virtual open house from June 10 through June 30, 2020. The virtual open house would include a plan review and an online comment form. The consulting firm and Mr. Stuebe would review the comment forms. Administrator Safstrom will have an ad placed in the North Shore NOW in order to reach more residents, particularly those without internet access. A copy of the plan, comment form, and all additional information will be available for pick-up at City Hall. All comments will be compiled and a draft will be available for the Plan Commission for the July meeting. The Plan Commission will provide the overall approval, with the Common Council providing the final approval. A tentative joint Common Council & Plan Commission meeting is tentatively scheduled for August 4, 2020.

This item was for informational purposes only.

ADJOURNMENT.

There being no further business, motion was made by Commissioner seconded by Commissioner, to adjourn the meeting. Motion carried and adjournment of the Plan Commission was ordered at 6:43 p.m., until Tuesday, July 7, 2020 at 6:00 p.m.

Megan Humitz, City Clerk

Recorded: June 3, 2020