



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

**MINUTES — PLANNING AND ARCHITECTURAL REVIEW COMMISSION**

Tuesday June 6, 2023  
6:00 PM.

Commission meetings are broadcast live over Zoom and are uploaded to the [City's YouTube channel](#).  
This meeting may be viewed [here](#).

*Members: Chairman and Mayor Bryan Kennedy, Alderman Phillip Bailey,  
Amanda Seligman, Shauntay Nelson, Fredrick Cohn, Shawn Storey,  
Traci Jean Fernandez, and Ryan Attwood (Alternate)*

1. Roll Call and Pledge of Allegiance.

**Chairman Mayor Kennedy called the meeting to order at 6:01pm. Everyone in the Common Council Chambers pledged allegiance to the flag of the United States of America.**

**Roll Call**

**Present: Chairman Mayor Bryan Kennedy, Alderman Phillip Bailey, Commissioners Amanda Seligman, Shauntay Nelson, Fredrick Cohn, Traci Jean Fernandez, and Ryan Attwood  
Excused: Shawn Storey**

**Other Officials Present: John Fellows, Community Development Director; Ken Smith, Planner**

2. Adoption of Minutes:

- a) Planning and Architectural Review Commission May 2, 2023.

**Commissioner Seligman moved approval of the previous meeting's minutes. Seconded by Alderman Bailey. Motion carried unanimously.**

3. Public Hearings

Zoning Map Amendments

- a) 1. Public hearing for a map amendment for AH+S Realty, LLC/Olivia, Inc. (doing business as Casa de Corazón) for a proposed daycare and preschool at 4600 N. Port Washington Rd., in the Planned Unit Development (PD) zoning classification, Planned Mixed Use land use classification, Tax Key Number 234-8003-000.

**No member of the public gave testimony. Commissioner Cohn moved to close the public hearing. Seconded by Commissioner Nelson. Motion carried unanimously.**

- 2. Review and Possible Action: Recommendation for a map amendment for AH+S Realty, LLC/Olivia, Inc. (doing business as Casa de Corazón) for a proposed daycare and

preschool at 4600 N. Port Washington Rd., in the Planned Unit Development (PD) zoning classification, Planned Mixed Use land use classification, Tax Key Number 234-8003-000.

**Commissioner Cohn moved to recommend approval to the Common Council. Seconded by Commissioner Fernandez. Motion carried unanimously.**

Zoning Text Amendments

- b) 1. Public hearing for a text amendment for an ordinance amending and re-naming Title 13, Article K “Accessory Uses and Structures; Fences and Hedges; Portable Storage Structures and Donation Drop-Off Boxes,” and amending Section 13.1.142, “Fences and Hedges” of Title 13, “Zoning,” and amending Title 8 “Human Health Hazard/Public Nuisance,” Section 8.1.9(d)(13) of the Code of General Ordinances of the City of Glendale.

**No member of the public gave testimony. Commissioner Cohn moved to close the public hearing. Seconded by Alderman Bailey. Motion carried unanimously.**

2. Review and Possible Action: Discussion and recommendation to Council an ordinance amending and re-naming Title 13, Article K “Accessory Uses and Structures; Fences and Hedges; Portable Storage Structures and Donation Drop-Off Boxes,” and amending Section 13.1.142, “Fences and Hedges” of Title 13, “Zoning,” and amending Title 8 “Human Health Hazard/Public Nuisance,” Section 8.1.9(d)(13) of the Code of General Ordinances of the City of Glendale.

**Commissioner Nelson moved to recommend approval to the Common Council. Seconded by Commissioner Cohn. Motion carried unanimously.**

4. New Business

Business Use Approvals

- a) Discussion and consideration of a business use for Precision Brows, LLC at 5225 N. Ironwood Rd. Ste. 202, in a B-1 C1 Business and Commercial District, Tax Key Number 1968000000.

**Commissioner Attwood moved approval of the business use subject to verification of State of Wisconsin licensure if necessary. Seconded by Fernandez. Motion carried unanimously.**

Discontinuance of a Portion of Unimproved Right-of-Way

- b) Consideration of a recommendation for vacating an unimproved portion of the West Fairfield Court public right-of-way to the Union Pacific Railway due to WisDOT’s Interstate 43 highway widening.

**Commissioner Cohn moved to recommend approval to the Common Council. Seconded by Commissioner Nelson. Motion carried unanimously.**

Site Plan and Architectural Approval

- c) Discussion and consideration for a site plan and architectural approval for main building design modifications and signage for Nicolet High School, 6701 N. Jean Nicolet Road, in the Special (Institutional) District/S-1 zoning classification and the Government and

Institutional land use classification, Tax Key Number 128-8966-003.

**Appearances: Greg Kabara, Superintendent, Nicolet Unified School District; Maclain Schramm, Project Manager, Eppstein Uhen Architects (EUA)**

**Commissioner Attwood moved approval subject to the following:**

- 1. Provide inverts on Contech outlet structure details to match storm sewer plans, HydroCAD, and WinSLAMM Modeling**
- 2. The maintenance agreement shall be in a recordable document format with proper cover sheet and exhibits. An example can be provided upon request.**
- 3. Indicate the emergency overland flow routes for stormwater throughout the site.**
- 4. Provide underdrain details**
- 5. Provide Flat Panel drain installation details**
- 6. Sheet C500, clean up bottom left corner. Difficult to see existing/proposed piping in this area.**
- 7. Detail synthetic turf field to allow access to the watermain easement area.**
- 8. Adjust the flat panel drains over the water main to allow access to the pipe in an emergency.**

**Seconded by Commissioner Seligman. Motion carried unanimously.**

- d) Architectural review for a proposed exterior modification at 6758 N. Sidney Pl., in an M-1 Warehouse, Light Manufacturing, Office and Service District, Tax Key Number 1368007000.

**Commissioner Attwood moved approval. Seconded by Commissioner Fernandez. Motion carried unanimously.**

Planned Development District

- e) Discussion, consideration, and determination of a major or minor modification to a Planned Development district for Chick-fil-A at 5201 N. Port Washington Road, in the Planned Development District (PD) zoning district, the Planned Commercial Service District, the Port Washington Design District, Tax Key Number 196-9000-002.

**Appearance: Jason Hill, Director of Development and Construction, Chick-fil-A**

**Commissioner Cohn moved to divide the question and approve as a minor amendment to the Planned Development the proposed:**

- **Modification of an existing entry door (east elevation) to a pickup window for online orders.**
- **Modification of east and south elevations to add a full-scale canopy to the paved area to provide sun, wind, and weather coverage for those waiting to pick up online orders.**
- **Modification of landscaping between the property line and the drive-through area to accommodate the proposed permanent windscreen.**

**Commissioner Nelson seconded. Motion carried unanimously.**

**Commissioner Cohn moved to postpone to a day certain, the July Commission meeting, the proposed modification of the east canopy area to add a windscreen constructed of a tubular window system with a mesh screen parallel to N. Port Washington Road until the next Commission meeting. Seconded by**

**Commissioner Nelson. Motion carried unanimously.**

- f) Discussion, consideration, and determination of a major or minor modification to a Planned Development District for John Bielinski/Glenn W. Fieber, 4629 N. Port Washington Road, in the Planned Development (PD) zoning district, the Planned Commercial Service District, Tax Key Number 196-9000-002.

**Appearances: John Bielinski, Proprietor, Direct Outdoor; John Fuchs, Partner, Fuchs & Boyle S.C.**

**Commissioner Nelson moved to approve as a minor amendment. Seconded by Commissioner Fernandez. Motion carried unanimously.**

Signage Approvals

- g) Discussion, consideration, and determination of a Digital Billboard for John Bielinski / Glenn W Fieber, 4629 N Port Washington Road, in the Planned Development District (PD) zoning district, the Planned Commercial Service District, Tax Key Number 196-9000-002.

**Appearances: John Bielinski, Proprietor, Direct Outdoor; John Fuchs, Partner, Fuchs & Boyle S.C.**

**Commissioner Cohn moved approval subject to:**

- 1. Submission of stamped plans from an Engineer for the structure and sign.**
- 2. Approval of the setback by the WisDOT.**
- 3. The applicant shall work with staff to finalize architectural elements, materials, and final color selection.**
- 4. Acknowledging that the applicant has stated they will work with the City, Welcome to Glendale, and the Northshore Chamber of Commerce to post public service announcements regarding community events.**
- 5. The applicant shall work with City staff to develop a landscaping plan consisting of small ornamental trees and shrubs to enhance the greenspace along the west side of the property line from Glendale Avenue to the Sign structure.**

**Alderman Bailey seconded. Motion carried unanimously.**

- h) Discussion, consideration, and determination of approval for a Digital Billboard for John Bielinski/Glendale Partners, 4189 N. Port Washington Road in the M-1 Industrial zoning district, the industrial land use classification, Tax Key Number 243-9002-000.

**Appearances: John Bielinski, Proprietor, Direct Outdoor; John Fuchs, Partner, Fuchs & Boyle S.C.**

**Commissioner Cohn moved to approve subject to:**

- 1. Submission of stamped plans from an Engineer for the structure and sign.**
- 2. Approval of the setback by the WisDOT.**
- 3. The applicant shall work with staff to finalize architectural elements, materials, and final color selection.**
- 4. Acknowledging that the applicant has stated they will work with the City, Welcome to Glendale, and the Northshore Chamber of Commerce to post public service announcements regarding community events.**

**5. The applicant shall work with City staff to develop a landscaping plan consisting of small ornamental trees and shrubs to enhance the greenspace along the west side of the property line from Glendale Avenue to the Sign structure.**

**Seconded by Alderman Bailey. Motion carried unanimously.**

5. Next Meeting Date and Adjournment:

- a. Next Planning and Architectural Review Commission (PARC) Meeting 6:00 p.m., Tuesday, July 11, 2023. Note Change of Date Due to Independence Day on July 4<sup>th</sup>.

**Commissioner Cohn moved to reschedule the July Planning and Architectural Review Commission meeting from the first Tuesday of July (July 4) to July 11, 2023. Seconded by Commissioner Nelson. Motion carried unanimously.**

6. Adjournment.

**Commissioner Cohn moved adjournment. Seconded by Commissioner Fernandez. Motion carried unanimously. Chairman Mayor Kennedy adjourned the meeting at 7:27pm.**

**Minutes recorded by Ken Smith, Planner.**