



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

**The Planning and Architectural Review Commission (PARC) Meeting Will be In-Person.**  
**Attendance via ZOOM virtual meeting is available as well.**

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**AGENDA— PLANNING AND ARCHITECTURAL REVIEW COMMISSION**

Tuesday May 2, 2023  
6:00 PM.

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

1. Roll Call and Pledge of Allegiance.
2. Adoption of Minutes:
  - a) Planning Commission Minutes of April 11, 2023.
  - b) Architectural Review Commission Minutes of April 20, 2023.
3. New Business
  - Planned Development District
    - a. Discussion, consideration, and recommendation to council for approval of a specific development plan for a Planned Development District for Meta House, 4160 N Port Washington Road, PD Planned Development District, Planned Mixed Use Land Use Classification, Tax Key Number 242-1198-004 and 242-1198-003.
  - Site Plan and Architectural Review
    - b. Discussion and consideration of site plan and architecture review for the proposed exterior modification of the BluePearl Pet Hospital and temporary magnetic resonance imaging (MRI) machinery at 2100 W. Silver Spring Drive, in a B-3 Silver Spring Drive Commercial District, Tax Key Number 169-0371-003.

- c. Next Meeting Date and Adjournment:
  - a. Next Planning and Architectural Review Commission (PARC) Meeting 6:00 p.m., Tuesday, June 6, 2023.
- d. Adjournment.

*The regular Planning and Architectural Review Commission (PARC) Meeting is NOT a meeting of the Glendale Common Council. Although a majority of Council Members may be present, Council action will not take place.*

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



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**AGENDA—PLAN COMMISSION MEETING**

Tuesday April 11, 2023  
6:00 PM.

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

1. Roll Call and Pledge of Allegiance.

**Chairman Mayor Kennedy called the meeting to order at 6:00pm.**

**Roll Call**

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

**Excused: Shauntay Nelson**

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

**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.**

2. Adoption of Minutes of March 7, 2023.

**Chairman Mayor Kennedy noted Commissioner Cohn’s given name was spelled incorrectly in the previous meeting minutes and asked a correction be made. Commissioner Seligman moved adoption of the meeting minutes from the March 7 meeting, with Commissioner Cohn’s name corrected.**

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

3. New Business

**Business Use Approvals:**

- a. Discussion and consideration of a business use for **Two Guys with Balls, LLC** at 1405 W. Silver Spring Drive, in a B-1 L District, Tax Key Number 195-8994-000.

**Appearance: Lashan Wanigatunga, Proprietor, Two Guys with Balls, LLC**

**Commissioner Cohn moved approval of the business use application. Seconded by Commissioner Shawn Storey. Motion carried unanimously.**

- b. Discussion and consideration of a business use for **Lymphatic Drainage Massage, LLC**, at

6004 N. Port Washington Rd. Ste. 1, in a B-1 "F-1" Business and Commercial District, Tax Key Number 1639000003.

**Appearance: Donna Beal, Proprietor, Lymphatic Drainage Massage, LLC**

**Commissioner Shawn Storey moved approval of the business use application. Seconded by Commissioner Traci Storey. Motion carried unanimously.**

Planned Sign Program:

- c. Discussion and consideration of a Planned Sign Program for the commercial building at **325 W. Silver Spring Drive**, in a B-1 "D1" Business District, Tax Key Number 197-0115-001.

**Appearances (virtually): Krista Buckenberger, Portfolio Manager, Kivley Investments; Abby Mydlowski, Office Coordinator, Kivley Property Management**

**Commissioner Cohn moved approval of the Planned Sign Program as submitted. Seconded by Commissioner Alderman Bailey. Motion carried unanimously.**

Planned Development District

- d. Discussion and consideration of scheduling a public hearing for a revised general development plan for **AH+S Reality, LLC/Olivia Inc.** (doing business as **Casa de Corazón**) for a proposed daycare and preschool, at 4600 N Port Washington Road, in the Planned Unit Development (PD) zoning classification, Planned Mixed Use land use classification, and Tax Key Number 234-8003-000.

**Appearance: Nick Plummer, Franchise Owner and Operator, Casa de Corazón**

**Commissioner Seligman moved for staff to schedule a public hearing as early as convenient. Seconded by Commissioner Shawn Storey. Motion carried unanimously.**

Site Plan and Architectural Review

- e. Discussion and consideration of site plan and architecture review for the proposed Johnson Controls Engineering Center, to be owned and developed by **Weas Development**, at 2100 W. Florist Ave. and 6100 6120 N. Baker Rd., with a future address of 2022 W. Florist Ave, in an M-1 Warehouse, Light Manufacturing, Office and Service District, Tax Key Numbers 160-9017-000, 160-9022-001, and 160-9024-000.

**Appearances: Tom Stacey, AIA, Senior Project Manager, Eppstein Uhen Architects; Doug Weas, Founder and Principal, Weas Development**

**Commissioner Cohn moved to approve the site plan and architectural review. Seconded by Commissioner Traci Storey. Motion carried unanimously.**

Certified Survey Map

- f. Discussion and consideration of a recommendation to Common Council regarding a

certified survey map (CSM) for the proposed Johnson Controls Engineering Center, to be owned and developed by **Weas Development**, at 2100 W. Florist Ave. and 6100 N. Baker Rd., with a future address of 2022 W. Florist Ave, in an M-1 Warehouse, Light Manufacturing, Office and Service District, Tax Key Numbers 160-9017-000, 160-9022-001.

**Appearance: Doug Weas, Founder and Principal, Weas Development**

**Commissioner Cohn moved to recommend approval of the Certified Survey Map to the Common Council subject to the applicant addressing the concerns of the City Engineer prior to signature and recording. Seconded by Commissioner Shawn Storey. Motion carried unanimously.**

- g. Recommendation to Common Council regarding a Certified Survey Map, for **Glendale Partners, LLC** (Brian Monroe), 4205 North Port Washington Road, M-1 Warehouse, Light Manufacturing, Office, and Service zoning District, Industrial Land Use Classification, Tax Key Number 243-90002-000.

**Appearance: Brian Monroe, Managing Partner, Glendale Partners, LLC**

**Commissioner Seligman moved to recommend approval of the Certified Survey Map to the Common Council subject to the applicant make all corrections requested by the City Attorney and/or City Engineer prior to signature and recording. Seconded by Commissioner Attwood. Motion carried unanimously.**

Sign Approval – Institutional Development

- h. Discussion and recommendation for the construction of a new video scoreboard for a new football stadium and relocation of the existing scoreboard to the soccer field for **Nicolet Union High School**, in the S- 1 Special (Institutional) Zoning District, Government and Institutional Land Use Classification, 6701 N Jean Nicolet Rd, and Tax Key Number 128-8966-003.

**Appearance: Greg Kabara, PhD, Superintendent, Nicolet Union High School**

**Robert Cronwell, Resident, 7530 N. Applewood Ln.; submitted a letter to the Commissioners prior to the proceedings expressing concerns regarding the proposed scoreboard.**

**Commissioner Cohn moved to recommend approval of the new scoreboard for the new stadium at Nicolet Union High School and relocate the existing scoreboard to the new soccer field, subject to obtaining all permits prior to construction. Seconded by Commissioner Bailey. Motion carried unanimously.**

Zoning Text Amendment

- i. 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

**Chairman Mayor Kennedy asked staff revise the Ordinance text by adding a proof of notice requirement to the Ordinance and striking the first preambular clause of the accompanying resolution. There was no objection from the Commission.**

**Commissioner Attwood moved to schedule an optional public hearing as soon as practicable. Seconded by Commissioner Alderman Bailey. Motion carried 5-1 (Cohn).**

j. Next Meeting Date and Adjournment:

a. Next Plan Commission Meeting 6:00 p.m., Tuesday, May 2, 2023.

k. Adjournment.

**Commissioner Alderman Bailey moved to adjourn the Plan Commission until Tuesday May 2, 2023, at 6pm. Seconded by Commissioner Shawn Storey. Motion carried unanimously. Chairman Mayor Kennedy adjourned the Plan Commission at 7:16pm.**

**CITY OF GLENDALE**  
**5909 North Milwaukee River Parkway**  
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MINUTES

**ARCHITECTURAL REVIEW BOARD**

Thursday, April 20, 2023

5:00 p.m.

*Ald. Phillip Bailey, Chair, Ald. JoAnn Shaw, Paul Kranz,  
Annie Lane, Hope Liu, Rock Ridolfi, Walter Wilson*

1. Roll Call.

**Vice Chairman Alderman Shaw called the meeting to order at 5:06pm.**

**Roll Call**

**Present: Vice-Chairman Alderman Shaw, Paul Kranz, Annie Lane, Rock Ridolfi**

**Excused: Chairman Alderman Phillip Bailey, Hope Liu, Walter Wilson**

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

2. Adoption of Minutes

a) Approval of February 16, 2023 Minutes

**Lane moved approval. Seconded by Ridolfi. Motion carried unanimously.**

3. Business Items:

a) 7111 N. Rockledge Ave. – Consideration of approval for the enlargement of a kitchen window opening into a patio door in an R-3 Residential District, Tax Key 126-1098-000.

**Appearances: Josh Szmergalski, Property owner; Fin Szmergalski, son; Adam Lopez, Homesealed, LLC**

**Lane moved approval subject to a window well covering nearest to the addition. Seconded by Ridolfi. Motion carried unanimously.**

b) 2107 W. Fairlane Ave. – Consideration of approval for renovating an addition to an existing detached garage in an R-3 Residential District, Tax Key 100-0146-002.

**Appearance: Troy Jacoby, Property owner**

**Kranz moved approval. Seconded by Lane. Motion carried unanimously.**

- c) 2200 W. Kenboern Dr. – Consideration of approval for new construction of a single-family home in the in an R-3 Residential District, Tax Key 089-9000-000.

**Appearance: Cameron Mikkelson, Mikkelson Builders**

**Kranz moved approval subject to exterior lights being designated on plans for staff review.  
Seconded by Ridolfi. Motion carried unanimously.**

4. Next Meeting:

- a) The next meeting for design review will be at the May Planning and Architectural Review Commission. City Ordinances were amended to eliminate the Architectural Review Board and combine the duties with the Plan Commission, creating the Planning and Architectural Review Commission (PARC).

5. Adjournment.

**Without objection, Vice-Chairman Alderman Shaw adjourned the meeting at 5:31.**



**SUBJECT:** Discussion, consideration and recommendation to council for approval of a specific development plan for a Planned Development District for Meta House, 4160 N Port Washington Road, PD Planned Development District, Planned Mixed Use Land Use Classification, Tax Key Number 242-1198-004 and 242-1198-003.

**FROM:** John S. Fellows, Community Development Director

**Meeting:** Planning Commission

**MEETING DATE:** May 2, 2023

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

WI Statutes	N/A
Municipal Code:	Chapter 13, Zoning Ordinance

**BACKGROUND:**

Meta House is looking to relocate to the properties located at Tax Key Number 242-1198-004 and 242-1198-003 generally known as 4160 N Port Washington Road. Their facilities will consist of office, outpatient and inpatient facilities. The property is currently classified as Industrial with a zoning of M-1.

The applicant has received approval for amendment to the Land Use Plan, a rezoning to Planned Development District (PD) with general development plan approval.

Next steps in the process are to receive approvals for the specific development plan, development agreement, and fee in lieu agreement.

**ANALYSIS:**

Site Design

The current design of the site has an existing building with a large parking lot on the west side of the building. The proposed site plan is to blend the addition with the existing building and use the linkage between buildings and the main entry. A south facing courtyard will be provided. Parking will be between the building and Olive Street. The service area of the facility (dumpsters) will be in the southwest corner of the new parking area. Fire access will be provided to the courtyard via a 30 ft drive. Site improvements include a sidewalk along Olive Street.

Architecture

The architecture of the building is a combination of industrial – coordinating with the older repurposed industrial building and portions of the building with a more residential character with gabled roofs and residential style windows.

#### Materials

Materials on the existing building will remain. Materials for the new addition will be complementary to the existing structure. The building will feature face brick in a cream color, Wood Look Fiber Cement Panels, Metal panels, Aluminum storefront window systems and fiberglass window systems.

#### Lighting

The applicant is proposing to use Lithonia lighting for the parking area. The maximum height of 15ft. Security lighting and landscaping lighting will also be provided.

#### Landscaping

The applicant is proposing an extensive landscaping plan that features a variety of plantings, screening and special landscape features. The plan features:

- Landscape buffer and shade trees parallel to Olive Street
- Parking Lot Screening.
- Internal Parking lot plantings at islands and bump outs
- Foundation Plantings
- Entry plaza plantings
- Enhanced landscape at existing building
- Courtyard and Playground plantings
- Evergreen Screening at service area
- Prairie planting in the western portion of site.

The landscaping plan is designed to provide an impression of full growth at the time of planting. The application has requested that they work with staff closer to completion of the project to provide shrubs, grass, and perennial plantings at spacings that are based upon plant maturity and allow the plants to grow to their intended form. This may reduce the overall quality of plants but not reduce the intent of the design. A reference to this option is included within the draft development agreement or Common Council consideration.

#### Dumpster Enclosure

The dumpster enclosure is planned to have horizontal slats with a pattern consisting of 3 ½ board and 1 3/8 in boards. The dumpster area will be additionally screened with Evergreens.

#### **PROCESS / SCHEDULE:**

The rezoning process is anticipated to have the following schedule:

#### General Development Plan and Rezoning

PARC                      Specific Development Recommendation

May 2, 2022

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Council	Specific Development Recommendation	May 22, 2022
Council	Development Agreement	May 22, 2022
Council	Fee In Lieu Agreement	May 22, 2022

**STAFF COMMENTS:**

Engineering and Public Works:

Below are preliminary comments from Public Works and Engineering. Subsequent comments will be forthcoming after we receive the Civil Site Plans.

1. Stormwater Comments:

- a. Based on the preliminary concept map, it appears there will be added impervious surface. If there will be over 5,000 SF of impervious surface added, stormwater management will be required. Please see the attached Criteria and Review Checklist for applicability. Comment Remains, no calculations for impervious have been provided.
- b. Any stormwater management facilities installed on the site to meet requirements must be accompanied by a maintenance agreement. A draft agreement is available upon request. Comment Remains
- c. New Comment: The stormwater from the developed area will be routed through an underground treatment facility. Please provide details and existing vs proposed flows from the site.

2. Civil Site Comments:

- a. Modifications to roadway entrances must be detailed and will require ROW permits from the City.
- b. The storm sewer connection to West Olive St will require pavement repairs. The existing pavement is concrete, therefore the pavement patch shall be concrete with drilled no. 4 dowel bars 12" spacing. Slurry backfill should be used up to bottom of pavement section.

3. Utility Comments:

- a. New Comments: The sanitary lateral has been shown to connect to an existing manhole (#1) onsite. Will the water service to the new building be from the existing water line on site?
- b. Coordination must occur with Glendale inspections and Water Department staff when planning for the connection to the water, sanitary and storm sewer facilities. Again, when those plans are submitted, we will know more and if this is applicable. Update: Coordinate with City staff for the storm sewer connection.

4. Landscape Comments:

- a. Trees and shrubs on northern side of property should be salt tolerant and acceptable to be planted next to a road.
- b. Consider installing root barriers between the sidewalk and trees to prevent roots from breaking and heaving pavers, sidewalks, curbs and roads.

- c. Provide at least 10 feet of vertical clear space above sidewalks so there will be no interference from low-hanging branches and insure horizontal clearance from fully developed shrubs.

North Shore Fire and Rescue (NSFR):

1. At the present time the NSFR does not have any comments or concerns.
2. Additional comments will be forth coming with occupancy applications and plan review.

Glendale Inspections:

1. At the present time the Building Inspection does not have any comments or concerns.
2. Additional comments will be forth coming with occupancy applications and plan review.

**RECOMMENDATION:**

Staff recommends that the Planning and Architectural Review Commission recommend to Common Council the approval of a Specific Development plan in conjunction with a development agreement and fee in lie agreement and subject to addressing the comments from Public Works and Engineering.

**ACTION REQUESTED:**

Motion – To recommend to the Common Council the approval of a Specific Development plan in conjunction with a development agreement and fee in lie agreement and subject to addressing the comments from Public Works and Engineering.

**ATTACHMENT:**

[Attachment – Specific Development Plan – 4160 N Port Washington Road](#)

**SUBJECT:** Discussion and consideration of site plan and architecture review for the proposed exterior modification of the BluePearl Pet Hospital and temporary magnetic resonance imaging (MRI) machinery at 2100 W. Silver Spring Drive, in a B-3 Silver Spring Drive Commercial District, Tax Key Number 169-0371-003.

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

**Meeting:** Planning and Architectural Review Commission

**MEETING DATE:** May 2, 2023

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

Wisconsin Statutes:	N/A
Municipal Code:	§ <a href="#">13.1.36</a>

**BACKGROUND:**

There has been a veterinary hospital at 2100 W. Silver Spring Drive since 1999. The applicant, Jacob Odders, Doctor of Veterinary Medicine, began operating at the site under the business named “Lakeshore Veterinary Specialists.” BluePearl Operations, LLC has operated the BluePearl Pet Hospital in Glendale on the site more recently. BluePearl is a national chain of veterinary hospitals headquartered in Tampa, Florida.

Around 2016 or 2017, the City of Glendale began receiving noise complaints after the veterinary hospital installed a magnetic resonance imaging (MRI) machine in a trailer outside of its facility. While under the legal decibel limit and quieter than traffic from Silver Spring Drive, the machine and its ancillary equipment became a new nuisance of background noise for the surrounding neighbors. By all accounts Dr. Odders worked in good faith to improve the situation. In recent years complaints have diminished as sound dampening and other measures were provided.

**ANALYSIS**

The City of Glendale has not received any recent noise complaints from the veterinary hospital. The applicant’s proposal to temporarily bring in a new trailer and MRI machine while the hospital is renovated to have an indoor MRI offers the opportunity to reduce ambient noise in the neighborhood for the long term.

Modifications to the building will include the addition of HVAC-related equipment on to the roof of the building. The application indicates that the exiting parapet will screen the proposed equipment, but notes that if needed the parapet will be extended.

The other modification to the structure is the modification of the two large windows facing Silver Spring Drive. To move the MRI into the space, the windows will have a blackout fill applied to conceal the interior framing for the MRI room. The color of the blackout film has not been specified but the applicant is willing to work with staff to choose a color that will allow the windows to seem livelier than empty. The western window will also be modified to remove the lower brick panel and then have a full storefront system installed to grade. The lower half of the window will either be glazed with blackout material or spandrel glass.

**RECOMMENDATION:**

Staff recommends the Plan Commission grant approval for site plan and architectural review for BluePearl Operations, LLC at 2100 W. Silver Spring Drive, subject to:

1. The applicant shall work with staff to choose a blackout color that is livelier in color than empty in appearance.
2. The applicant shall provide specifications regarding the western window with details for glazing with blackout material or spandrel glass. The design shall maintain the patterning of the existing vertical and horizontal muntins.
3. The applicant shall work with staff to verify that new HVAC and other roof top equipment will not be visible from the public right of way and if needed extend the parapet for screening, with details regarding extension of the parapet to be approved by staff.

**ACTION REQUESTED:**

Motion to recommend approval for site plan and architectural review for BluePearl Operations, LLC's proposal at 2100 W. Silver Spring Drive subject to:

1. The applicant shall work with staff to choose a blackout color that is livelier in color than empty in appearance.
2. The applicant shall provide specifications regarding the western window with details for glazing with blackout material or spandrel glass. The design shall maintain the patterning of the existing vertical and horizontal muntins.
3. The applicant shall work with staff to verify that new HVAC and other roof top equipment will not be visible from the public right of way and if needed extend the parapet for screening, with details regarding extension of the parapet to be approved by staff.

**ATTACHMENTS:**

1. [Attachment 1 – 2100 W. Silver Spring Drive – BluePearl Ops](#)