

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.

Join Zoom Meeting

<https://zoom.us/j/95459913672>

Meeting ID: 954 5991 3672

+1 312 626 6799 US (Chicago)

AGENDA—COMMON COUNCIL MEETING

Monday, August 22, 2022

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 August 8th, 2022
 - b) Approval: Monthly Reports
 - c) Appointment: Traci Storey to the Plan Commission
4. 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 Approval: Fall Newsletter
 - b) Public Hearing and Discussion and Consideration: Rezoning for a gas station and convenience store from B-1 "H2" Business and Commercial District to PD Planned Unit Development at 7575 N Port Washington Road at the request of Spring North Corp / Jason Singh, land use classification Planned Mixed Use, Tax Key Number 097-8000-000.
5. 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.)
6. Adjournment.

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

3A-3C
8/22/2022

CONSENT AGENDA

- a) [Adoption of Minutes: Meeting held on August 8, 2022.](#)
- b) [Approval: Monthly Reports](#)
- c) [Appointment: Traci Storey to the Plan Commission](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Review and Approval of Fall Newsletter

FROM: Megan Humitz, City Clerk

MEETING DATE: August 22, 2022

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 publishes the newsletter three times a year. This is the Fall issue.

RECOMMENDATION:

Once approved, the newsletter will be printed and mailed to Glendale businesses and residents. In addition, the newsletter will be posted on the City’s website and additional copies will be available for pickup at City Hall.

ACTION REQUESTED:

Motion to approve the content of the 2022 Fall Newsletter as presented.

ATTACHMENTS:

1. [Fall Newsletter.](#)



SUBJECT: City Council Agenda
Public Hearing and Action Item

Public Hearing followed by discussion and consideration of a rezoning for a gas station and convenience store from B-1 "H2" Business and Commercial District to PD Planned Unit Development at **7575 N Port Washington Road** at the request of **Spring North Corp / Jason Singh**, land use classification Planned Mixed Use, Tax Key Number 097-8000-000.

FROM: John S. Fellows, Community Development Director

MEETING DATE: August 17, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Title 13 Zoning Code

BACKGROUND/ANALYSIS:

Attached is a request from Spring North Corp/ Jason Singh (prospective owners) and Joachim Peter and Karlin Peter (current owners) to rezone the property from B1 "H2" to PD Planned Development District for a convenience store and gas station. The current use is a gas station. Under the B-1 "H-2" gas stations and convenience stores are not allowed, and expansion of a non-conforming use is prohibited.

The applicant has met with staff multiple times to discuss the site design, building design and other elements of redevelopment. Attached are partial plans for a general development plan approval.

Process:

The process for the Planned Development District includes three steps.

Step one: Map amendment and general development plan approval.

Step two: Approval of a specific development plan.

Step three: Approval of a development agreement with recording.

Steps are summarized as:

Rezoning and General Development Plan Steps:

- Consideration by City Council - Possible referral to Planning Commission
- Consideration by Plan Commission – Possible recommendation to move forward to schedule a public hearing.
- Plan Commission Public Hearing
- Plan Commission Recommendation to Council
- Consideration by Council of the Plan Commission recommendation and consideration to move forward and schedule public hearing
- **City Council Public Hearing**
- **City Council Action**

Specific Development Plan Approval

- Plan Commission Review
- City Council Review

Development Agreement

- City Council Review
- Recording

General Development Plan Summary:

Plan of Operation: The applicant has provided a plan of operation which is attached.

Site: The applicant has submitted plans for a gas station and convenience store. The submitted plans indicate a reduction of driveways and improvements to existing driveways. The building will be positioned in the middle of the site facing Port Washington Road. The canopy structure will be in front of the building and parallel to Port Washington Road. Gas pumps for diesel will be located at the rear of the property. The plans do not show any electric charging stations or other similar technologies. Sidewalks will be provided within the public right away to comply with the Pedestrian and Bike Master Plan recommendations. Bike parking is located near the Northeast entry of the store.

Building: Building plans indicate larger window openings, brick veneer and spandrel windows. The applicant has been working with staff to provide additional windows and architectural details. Building materials are indicated on the plan set. The building is proposed to have two colors of brick and a split face CMU base.

- Staff recommends that the applicant consider a CMU masonry product that resembles stone and is more durable to harsh weather and salt conditions; and

Canopy Structure: Conceptual drawings of the canopy structure have been provided. These plans show a canopy with brick piers supporting a flat roof canopy structure. The canopy structure will be metal with a white/off white color. Two signs are intended to be placed on the canopy.

Landscaping: At this time, the submission of general landscaping plans has been provide and show a general intent for shade trees, evergreen trees, screening and stormwater facility locations as

well as fence locations.

- Specific Development plan landscaping will need to provide locations of turf verses mulch, provide a plant selection of plantings that are not prohibited or encouraged not to be planted in Glendale by the WI DNR (such as Maples).
- Specific Development plans will need to be prepared by a landscape architect.
- Specific Development landscaping plans will need to provide for perennials as well as grasses to provide seasonal interest.
- Specific Development plans Consideration of the relationship between the fence location and the landscaping on the west side of the property should be considered. The softening of the fence on the neighbor property should be considering with some addition of vegetation.
- The specific development plan will need to provide details drawings and information for all fencing.
- Specific Development plan will need to show locations for snow storage.
- The Specific Development plan will need to consider the location of the plantings and the full maturity of the plantings will need to be considered for the specific development plan. Such as the location of a Colorado Blue Spruce within a 10 ft area when their mature width can be up to 16ft wide.

Lighting: The applicant has provided lighting plans. These plans show lighting levels at just above zero at the property lines. In addition, they indicate locations for poles and other fixtures.

- The specific development plan will need to adjust the plans to be compliant with the municipal code as lighting is not permitted higher than 15ft this includes any raised base. Current plans indicate 22ft.
- The specific development plan will need to provide all fixtures that have a full cut off style fixture. In addition, house shields shall be provided on fixtures located adjacent to the north and west property lines.

Dumpsters: Current plans show a dumpster location to be on the south side of the property. Specifics related to the dumpster enclosure have not been provided. Enclosures shall be masonry with masonry to match the building and service gates of metal or wood. A pedestrian access point to the dumpster shall also be provided.

- The specific development plan will need to include drawings depicting the location, design, materials and details of the dumpster enclosure.

Mechanical Screening: Plans indicate a mechanical area with fence like area. Specifications for the screening shall be provided at the time of specific development plan. Staff recommends a black aluminum ornamental fencing to secure the mechanical systems.

- Specifications for the screening shall be provided at the time of specific development plan.

Signage: Signage for the project has not been discussed or submitted. Signage placement shall be provided with regard to general placement at the time of the Specific Development Plan approval process, specific signage permit and design will be reviewed by staff upon application.

Planning Commission Action: The Planning Commission held a public hearing on July 5, 2022. Two individuals were present in person for the hearing and the current owner of the property was present via zoom. There were concerns regarding traffic onto Calumet Rd and potential increased

traffic to the neighborhood to the west. There was also a concern for the need of two driveways onto Calumet.

The Plan Commission recommends approval of the rezoning and the general development plan to the City Council subject to City staff and the applicants engineer re-evaluating the access points along Calumet and determining if other options might be available and to provide these options to Council in August.

City Council reviewed the plans at the July 28th meeting and scheduled a public hearing for August 22, 2022, with possible action following the hearing.

RECOMMENDATION:

The Plan Commission and staff recommends City Council consider approving the application for rezoning from B-1 "H2" Business and Commercial District to Planned Unit Development for a gas station and convenience store subject to submission and approval of a Specific Development Plan approval and Development Agreement being approved and executed with the following items being addressed during the Specific Development Plan process:

1. The Specific development Plan shall consider a CMU masonry product that resembles stone.
2. Specific development plan landscaping will need to provide locations of turf verses mulch, provide a plant selection of plantings that are not prohibited or encouraged not to be planted in Glendale by the WI DNR (such as Maples).
3. Specific development plans will need to be prepared by a landscape architect.
4. Specific development landscaping plans will need to provide for perennials as well as grasses to provide seasonal interest.
5. Specific development plans Consideration of the relationship between the fence location and the landscaping on the west side of the property should be considered. The softening of the fence on the neighbor property should be considering with some addition of vegetation.
6. The specific development plan will need to provide details drawings and information for all fencing.
7. Specific development plan will need to show locations for snow storage.
8. The Specific development plan will need to consider the location of the plantings and the full maturity of the plantings will need to be considered for the specific development plan. Such as the location of a Colorado Blue Spruce within a 10 ft area when their mature width can be up to 16ft wide.
9. The specific development plan will need to adjust the plans to be compliant with the municipal code as lighting is not permitted higher than 15ft this includes any raised base. Current plans indicate 22ft.
10. The specific development plan will need to provide all fixtures that have a full cut off style fixture. In addition, house shields shall be provided on fixtures located adjacent to the north and west property lines.
11. The specific development plan will need to include drawings depicting the location, design, materials, and details of the dumpster enclosure.
12. The specific development plan shall be provided at the timeline of specific development plan with regarding to demolition, construction, opening, etc.
13. The specific development plan shall show locations and concepts for signage that meets

- the sign ordinances, with specific sign permits to be approved by staff.
14. The specified development plan shall meet all requirements for circulation with reagree to fire and police access to the site.
 15. The specific development plan shall meet all requirements related to stormwater management and requirements from the City Engineer.

ACTION REQUESTED:

To: Grant approval of a rezoning for a gas station and convenience store from B-1 "H2" Business and Commercial District to PD Planned Unit Development at **7575 N Port Washington Road** at the request of **Spring North Corp / Jason Singh**, land use classification Planned Mixed Use, Tax Key Number 097-8000-000 subject to submission and approval of a Specific Development Plan approval and Development Agreement being approved and executed with the following items being addressed during the Specific Development Plan process:

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14. The specified development plan shall meet all requirements for circulation with reagree to fire and police access to the site.
15. The specific development plan shall meet all requirements related to stormwater

management and requirements from the City Engineer.

ATTACHMENTS:

[Attachments: 7575 N Port Washington Road Rezone](#)