



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

**The Plan Commission Meeting Will be In-Person.**  
**Attendance via ZOOM virtual meeting is available as well.**

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**AGENDA—PLAN COMMISSION MEETING**

Tuesday November 1, 2022  
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 of Meetings October 4, 2022.
3. New Business:

Business Use Approvals:

- a) Discussion and consideration of a business use approval for **Brown's Living LLC**, for an administrative office, 6165 North Green Bay Avenue, in the Office-Research-Service Business District, zoning classification and the Planned Commercial land use classification, Tax Key Number 161-0045-000

Site and Architectural Approval

- b) Discussion and consideration for a site plan and architectural approval for main building, concession stand, athletic entry, and associated amenities 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.

Next Meeting Date:

- c) Next Plan Commission Meeting 6:00 p.m., Tuesday, December 6, 2022.

4. Adjournment.

The Regular Plan Commission 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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Regular meeting of the City of Glendale Plan Commission convened in the Glendale City Hall Council Chambers, 5909 North Milwaukee River Parkway, and via Zoom.

The meeting was called to order by Mayor Kennedy at 5:00 p.m.

Roll Call: Present: Mayor Bryan Kennedy, Commissioners Shauntay Nelson, Shawn Storey, Fred Cohn, Phillip Bailey, and Amanda Seligman. Absent: Traci Storey.

Other Officials Present: John Fellows, Director of Community Development; Nicole Maurer, Deputy Clerk/Treasurer.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on September 29, 2022, 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 of the September 6, 2022, Plan Commission Meeting.**

Motion was made by Commissioner Seligman, seconded by Commissioner Shawn Storey, to adopt minutes from the September 6, 2022, Plan Commission meeting. Motion carried unanimously.

**Discussion and consideration of a business use approval for LaKesha Reid / Stepping Stones Community Services, LLC, for an education and training business, 5205 North Ironwood Road, Suite 203, in the Business and Commercial District / B-1 "C-1" zoning classification and the Planned Commercial land use classification, Tax Key Number 169-0498-001.**

Motion was made by Commissioner Cohn, seconded by Commissioner Bailey, to grant a business use approval for LaKesha Reid / Stepping Stones Community Services, LLC, for an education and training business at 5205 North Ironwood Road, Suite 203. Motion carried unanimously.

**Discussion and consideration of a business use approval for Sarah O'Shea / Good Land Fitness LLC, DBA Fit Good Land, 5623 North Green Bay Avenue, in the Business and Commercial District / B-1 "O" zoning classification and the Planned Commercial land use classification, Tax Key Number 169-0498-001.**

Motion was made by Commissioner Shawn Storey, seconded by Commissioner Cohn, to grant a business use approval for Sarah O'Shea / Good Land Fitness LLC, DBA Fit Good Land, 5623 North Green Bay Avenue. Motion carried unanimously.

**Discussion and consideration of a business use approval for John H. High Jr / Eve’s Wisdom Productions, LLC, 7929 North Port Washington Road, in the Business and Commercial District / B-1 “I-2” zoning classification and the Planned Commercial land use classification, Tax Key Number 091-8962-000.**

Motion was made by Commissioner Bailey, seconded by Commissioner Cohn, to grant a business use approval for John H. High Jr / Eve’s Wisdom Productions, LLC, 7929 North Port Washington Road. Motion carried unanimously.

**Discussion and consideration of a business use approval and architectural review for Everett Frenz, for a garage for the support of a sales office and professional office, 6115 North Lydell Avenue, in the Business and Commercial District / B-1 “F-2” zoning classification and the Planned Commercial land use classification, Tax Key Number 163-8991-000.**

Motion was made by Commissioner Cohn, seconded by Commissioner Nelson, to grant a business use approval and site plan and architectural approval for Everett Frenz, for a garage for the support of a sales office and professional office, 6115 North Lydell Avenue, tax key number 163-8991-000, subject to approval of the driveway extension from the Village of Whitefish Bay.

**Discussion and consideration for a site plan and architectural approval for athletic facilities and associated amenities for Nicolet High School, 6701 North 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.**

Motion was made by Commissioner Cohn, seconded by Commissioner Nelson, to grant approval for a site plan and architectural approval for athletic facilities and associated amenities for Nicolet High School, 6701 North Jean Nicolet Road, with the following conditions: 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 watermain to allow access to the pipe in an emergency. Motion carried unanimously.

**Discussion and recommendation to the Common Council for a proposed Certified Survey Map (CSM) to assemble the lands into a single tax parcel for Hardwick Investments LLC / David Hobbs Honda, 6100 North Green Bay Avenue, the B-4 Office-Research-Service Business District, and the Planned Commercial land use classification, Tax Key Numbers 161-8024-002 and 161-8035-000.**

Motion was made by Commissioner Cohn, seconded by Commissioner Shawn Storey, to recommend that Common Council grant approval of a Certified Survey Map (CSM) to assemble the lands into a single tax parcel for Hardwick Investments LLC / David Hobbs Honda, 6100 North Green Bay Avenue, subject to: 1) The land surveyor signing, adding seal and date each sheet of the CSM; 2) The CSM shall be recorded with the

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Milwaukee County Register of Deed's office within 90 days of execution; 3) Rezoning is subject to Common Council approval. Motion carried unanimously.

**Discussion and consideration of a recommendation to Common Council regarding a request from Spring North Corp / Jason Singh for a Specific Development Plan in a Planned Development for a for a proposed gas station and convenience store, 7575 North Port Washington Road, in the Planned Unit Development (PD) zoning classification, Planned Mixed Use land use classification, and Tax Key Number 097-8000-000.**

Motion was made by Commissioner Shawn Storey, seconded by Commissioner Cohn, to recommend Common Council approve a request from Spring North Corp / Jason Singh for a Specific Development Plan in a Planned Development for a proposed gas station and convenience store, 7575 North Port Washington Road, and Development Agreement being approved and executed with the items listed below being addressed prior to issuance of any permits. Motion carried unanimously.

1. Grading/Drainage Comments:

- a. The 1.12 acre site will be redeveloped. Over 5,000 SF of impervious area will be added to the site and will require the capture of the first ½ inch of rainfall using Green Infrastructure. The site will be disturbing over 1 acre and considered redevelopment, 40% TSS reduction from the parking and roads will be required. These requirements appear to be met, but more information is needed to verify. See the comments below.
- b. Please note that the 76x48" storm sewer shown on the plans is in fact owned by the City of Glendale. Pipe is still referred to as Milwaukee's storm sewer.
- c. Oil/water separators will be required in the storm structures
- d. An environmental assessment will be needed for site soils, provisions to handle contaminated soils will need to be included in the design of any stormwater management. New Comment: Contaminated soils were not discussed in the report. Please indicate how soils will be handled. Materials excavated may not be reused onsite for fill if they are contaminated.
- e. Follow all DNR Requirements for fuel tank removal. Comment remains.
- f. Milwaukee County permits will be required for any work within the County ROW for the removal of the driveway off Port Washington Rd. City of Glendale will require copies of County approvals. Status of permits is unknown
- g. New comment: information on volume of biofilter and required rainfall capture to meet MMSD Chapter 13 was not discussed. This information is required. Update Stormwater Quantity standards to reflect Chapter 13 requirements.
- h. New Comment: depth of biofilter, and elevations of layers do not match between narrative description, plans, and WinSLAMM model.

2. Utilities

- a. Sanitary sewer lateral shall have a cleanout at property boundary.
- b. Water lateral shall have curb stop location shown on plans.
- c. Any abandonments must be made in accordance with the following and detailed notes should be on the plans for contractors: COMMENTS REMAIN: 1. Water a. Abandonment – must be made at the corp (main). The lateral should be cut back enough to provide for disconnection. Curb stop box must be removed down to valve.
- d. Tap – permit and ROW Excavation permits must both be submitted with necessary, required documents and payment.

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- e. Coordination for both tap and abandonment must be made with both Glendale Water Department and Glendale Inspections.
- 3. Sanitary
  - a. Abandonment – An existing private sanitary sewer lateral or its connection which is to be abandoned shall be removed at the City sanitary sewer (“Y”) and shall be sealed with a permanent, watertight plug at the connection to the sanitary sewer main.
  - b. Coordination for both tap and abandonment must be made with both Glendale Water Department and Glendale Inspections.
- 4. Storm
  - a. Show storm sewer abandonment. Will EX CBs on east side of property be abandoned? If so, connection to 76x48 storm sewer should be mortared. 18” storm sewers should be removed or filled with flowable fill if planning to leave in place. CB structures should be removed or filled with granular backfill.
- 5. Subsequent comments may be forthcoming, regarding plan set revisions.
- 6. Landscaping: Planning
  - a. The final landscaping plan 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).
  - b. The final landscaping plan will need to be prepared by a landscape architect.
  - c. The final landscaping plans will need to provide for perennials as well as grasses to provide seasonal interest.
  - d. The final landscaping plan will 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. This vegetation should provide 50% or more year-round screening from generally for the lower  $\frac{3}{4}$  of the western property line to provide screening from the residential properties to the west.
  - e. The final landscaping plan will need to provide details drawings and information for all fencing.
  - f. The final landscaping plan will need to show locations for snow storage.
  - g. The final landscaping 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.
- 7. Dumpster and HVAC Screening.
  - a. The final plans shall include drawings depicting the location, design, materials, and details of the dumpster enclosure, with materials to match the building.
  - b. Specifications for the HVAC screening shall be provided prior to permitting, with materials to be approved by staff.

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ADJOURNMENT.

There being no further business, motion was made by Commissioner Nelson, seconded by Commissioner Cohn, to adjourn the meeting. Motion carried and adjournment of the Plan Commission was ordered at 5:47 p.m., until Tuesday, November 1, 2022, at 6:00 p.m.

Nicole Maurer, Deputy Clerk/Treasurer

Recorded: October 4, 2022



**SUBJECT:** Plan Commission  
Discussion and consideration of a business use approval for **Brown’s Living LLC**, for an administrative office, 6165 North Green Bay Avenue, in the B-4 Office-Research-Service Business District, zoning classification and the Planned Commercial land use classification, Tax Key Number 161-0045-000

**FROM:** John S. Fellows, AICP, Dir. of Community Development

**MEETING DATE:** November 1, 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

Land Use:	Planned Commercial
Zoning:	B-4 Office-Research-Service Business District,
Target Investment Area:	NA

**BACKGROUND/ANALYSIS:**

Browns Living LLC is a premier assisted living management company in Wisconsin, specializes in the care of members with behaviors stemming from Traumatic Brain Injury (T.B.I.), Developmental Disability (D.D.), and Mental Illness (M.I.) diagnosis. Our facilities and staff are uniquely equipped & trained to care for individuals that require a high staffing pattern with 1:1 and 2:1 Caregiver to Resident ratios.

Brown’s Living LLC in Glendale is an administrative office for the company operations throughout the State of Wisconsin. The number of employees at the site will range from two to fifteen when larger meetings are held at the facility. Hours of operation for the business is from 7am to 5pm. Care of clients will not occur at this property.

**RECOMMENDATION:**

Staff recommends the Plan Commission grant a business use approval for Brown’s Living LLC, for an administrative office, 6165 North Green Bay Avenue.

**ACTION REQUESTED:**

Motion to Commission grant a business use approval for Brown’s Living LLC, for an administrative office, 6165 North Green Bay Avenue.

**ATTACHMENTS:**

[Attachments - for Brown’s Living LLC](#)



**SUBJECT:** Plan Commission  
Discussion and consideration for a site plan and architectural approval for main building, concession stand, athletic entry, and associated amenities 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.

**FROM:** John S. Fellows, AICP, Dir. of Community Development

**MEETING DATE:** November 1, 2022

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

Wisconsin Statues:	N/A
Municipal Code:	Title 13 -Zoning Code

Land Use:	Government and Institutional
Zoning:	Special (Institutional) District /S-1
Target Investment Area:	NA

**BACKGROUND/ANALYSIS:**

**Summary:**

Nicolet High School District approved a referendum which will allow for athletic, site, and building improvements. The district has decided to submit for approvals in two submissions. The first submission was focus on the site development of the property, athletic facilities, and athletic structures such the grandstand, and press box and bleachers, etc. These items were approved at the October 2022 Plan Commission Meeting. The second set of plans consist of building additions, entry gate element to the athletic facility, concession stand. New additions to the budling will include space for engineering and robotics, graphics labs, design classrooms, band, administration. Interior renovations to many areas of the interior will also occur. Security lighting will be added to the parameter of the new additions to match the existing. Landscaping will be upgraded or added in areas with additions. The submitted plans also include plans for the concession stand/bathrooms in the athletic complex a well as an entry gate/canopy element for the main entrance to the athletic area.

**Architecture:** The additions to the budling are located on various wings of the budling. Budling materials are complementary to the exiting materials. New materials consist of face brick, prefinished metal coping, metal panel systems, and glazing systems.

**Landscaping:**

Landscaping will be added to the property specifically near new additions. The plant material includes coniferous trees of Black Hills Spruce, deciduous shrubs of Annabelle Hydrangea, and Arrowwood Viburnum, ornamental grass of Karl Forester reed grass, and perennials consisting of walker’s low catmint.





**Lighting:**

New lighting is proposed for exterior wall lighting which will match existing fixtures.

**Staff Comments:**

**Stormwater Checklist Comments:**

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

**Utility Comments:**

1. Sheet C500, clean-up bottom left corner. Difficult to see existing/proposed piping in this area.
2. Detail synthetic turf field to allow access to the watermain easement area.
3. Adjust the flat panel drains over the watermain to allow access to the pipe in an emergency.

**RECOMMENDATION:**

Staff recommends the Plan Commission to grant approval for a site plan and architectural approval with the following conditions for and architectural approval for main building, concession stand, athletic entry, and associated amenities for Nicolet High School, 6701 N Jean Nicolet Road.

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.
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8. Adjust the flat panel drains over the watermain to allow access to the pipe in an emergency.

**ACTION REQUESTED:**

Motion to grant approval for a site plan and architectural approval with the following conditions for and architectural approval for main building, concession stand, athletic entry, and associated amenities for Nicolet High School, 6701 N Jean Nicolet Road

1. Provide inverts on Contech outlet structure details to match storm sewer plans, HydroCAD, and WinSLAMM Modeling
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**ATTACHMENTS:**

[Attachments - Nicolet High School](#)