



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.

Current and past agendas may be accessed
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AGENDA— PLANNING AND ARCHITECTURAL REVIEW COMMISSION
Tuesday June 6, 2023
6:00 PM.

*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.
2. Adoption of Minutes:
 - a) Planning and Architectural Review Commission May 2, 2023.

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.
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.

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.

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.

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.

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.

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.
- 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.

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.
- 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.

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.

- 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.
- 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 4th.
- 6. 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.



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

MINUTES— 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.

Chairman Mayor Kennedy called the meeting to order at 6:11pm. 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, Fredrick Cohn, Shawn Storey, Traci Storey, and Ryan Attwood.

Excused: Shauntay Nelson

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

2. Adoption of Minutes:

- a) Planning Commission Minutes of April 11, 2023.

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

- b) Architectural Review Board Minutes of April 20, 2023.

As the Common Council abolished the Architectural Review Board and the Planning and Architectural Review Commission is the successor and none of the Commission's members were present at the final meeting of the Architectural Review Board, subject to staff verifying the factual veracity of the minutes, Commissioner Shawn Storey moved to receive and place on file the April 20, 2023 minutes of the April 20, 2023 meeting of the Architectural Review Board. Seconded by Commissioner Cohn. Motion carried unanimously.

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.

Commissioner Cohn moved to the Common Council approval of the Specific Development Plan in conjunction with a development agreement and fee in lieu of agreement and subject to addressing the comments from the Department of Public Works and Engineering. Seconded by Commissioner Shawn Storey. Motion carried unanimously.

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.

Appearance: Hannah Richardson, Studio Director, MD Architects

Commissioner Cohn moved approval for site plan and architectural review for BluePearl Operations, LLC's proposal at 2100 W. Silver Spring Drive subject to the conditions outlined in the packet and added two further conditions:

4. **The applicant will work with the City of Glendale and the applicant's neighbors to mitigate any noise nuisance should it arise.**
5. **The applicant will work with City staff to make both windows appear uniform from the street, but the applicant may return to the Commission in June if a mutually amenable agreement cannot be reached.**

Seconded by Commissioner Attwood. Motion carried unanimously.

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.

Commissioner Alderman Bailey moved to adjourn until 6pm on Tuesday June 6. Seconded by Commissioner Cohn. Motion carried unanimously. Chairman Mayor Kennedy adjourned the meeting at 6:41pm.

Minutes recorded by Ken Smith, Planner.



SUBJECT: PD Rezoning and General Development Plan
Public hearing and 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.

FROM: John S. Fellows, Community Development Director

Meeting: Plan Commission

MEETING DATE: June 6, 2023

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:

AH&S Realty, LLC (“Owner”) is or will soon be under contract to sell the Property to Olivia Inc., a Wisconsin closely held corporation (doing business as Casa de Corazón). Accordingly, the intended user is Olivia Inc. (doing business as Casa de Corazón) (“User”).

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
2. Specific Development Plan Approval
 - Plan Commission Review
 - City Council Review
 3. Development Agreement
 - City Council Review
 - Recording

Specific Development Plan Summary:

Operational Information

Casa de Corazón intends to operate the property as a daycare and preschool that serves 188 children per day. It will be a Spanish immersion center (the “Center”) operating under the Casa de Corazón franchise. The Center will have 14 classrooms ranging in age from 6 weeks until children begin traditional five-year-old kindergarten. It will employ three center directors, two administrative assistants, a facilities manager, a kitchen manager, three cooks, 28 teachers, seven substitute staff, and other officers and employees of the User for a total of 50 full-time positions created. These positions will predominantly be filled by native Spanish-speaking women, many of whom, historically, are single mothers.

The Casa de Corazón prides itself on being socially responsible and environmentally friendly, this site is to be solar-powered, and manage its runoff water through a project with the MMSD in the parking lot. The User will also create more green space onsite as the User intends to construct a large grass and mulch playground with multiple age-appropriate structures.

Casa de Corazón will also create a garden on-site to incorporate food production into the Center’s curriculum. Additionally, the User will convert the old guardhouse onsite into a chicken coop where the User will raise pasture-raised organic chickens for egg production to feed the children on site as part of our commitment to local and ethical practices. Lastly, the User intends to build a small vehicle garage in the northeast corner to house the Center’s buses and vans when the vehicles are not in use.

Finally, Casa de Corazón plans to house its corporate office in a small section of the existing building on the property.

Potential Operational Options:

As noted above the current owners AH&S reality are planning to sell the property to Olivia Inc./Casa de Corazón. If for some reason the sale were not to proceed, the current owner would like to have the PD District reflect potential other uses such as the following:

- Professional services and administrative offices.
- General corporate headquarters offices.
- Medical and dental offices and centers.
- Research establishments.
- Sales offices.
- Financial, insurance and real estate offices.
- Business and office equipment, supplies and services.
- Studios for photography, painting, music, sculpture, dance and other recognized fine arts; and
- Events and/or community space.
- Business and office equipment, supplies and services.
- Studios for photography, painting, music, sculpture, dance and other recognized fine arts.
- Arts education.
- Events and/or community space.
- Early education/child-care.
- Adult education.
- General retail sales.
- Limited agricultural (as described above in section named “Proposed Use by User”);
 - School-age before and after-school wraparound care; and
 - School-age summer camp.

Main Building:

The main building is an existing colonial revival building that was constructed prior to the founding of the City of Glendale. The applicants do not currently propose any modification of the structure, with the exception of adding solar panels to the southeast flat roof area. Photo images of the existing conditions have been submitted to represent the intent of retaining the existing architectural design and elements. Architectural drawings of the solar panels in relationship to the building have been requested for the specific development plan process.

Accessory Building / Structures:

They plan for an outbuilding to support the gardens and other outdoor activities which would be located in the Northeast portion of the property. Specific architectural plans will be provided at the specific development phase, the intent is to complement the existing architecture of the site.

In addition, they are planning for a wind turbine area in the Southeast area that will provide energy obtained from wind to service the property. The wind turbines they are proposing are manufactured by flower turbines which have a sculptural quality and often placed in public spaces etc. They should not be confused as being like wind turbines that are used by electric utilities companies. (See attached info).

The applicant is planning solar panels for the southeast portion of the roof, which is flat.

Site Plan:

The applicant has submitted a general site plan. The general plan is to remove the south access drive along the south side of the building and remove the southern portion of parking in the rear of the property for an outdoor play area and gardens. The plan further calls for expansion and reconstruction of the parking area in the north portion of the rear property. As noted above a wind turbine area is planned for the southeast portion of the property. The applicant intends to use the existing guard house as a chicken coop.

Landscaping:

The applicant has not submitted a landscaping plan for the property. The property does have significant mature vegetation in the front portion of the property and the applicant has indicated an interest in installing a rain garden with funding assistance from the Milwaukee Metropolitan Sewerage District (MMSD).

The applicant has indicated a full landscaping plan will be provided with the specific development plan. The landscaping elements should include:

- Landscaping buffers surrounding the perimeter of the parking area in the northeast corner of the property.
- Interior landscaping for the parking lot.
- Location and size of the proposed rain garden.
- Landscaping within and around the proposed playground and garden space including any fence designs or locations.
- Landscaping around and near the proposed outbuilding.
- Any modification, removal, additions, or replacement of plantings in the front portion of the property.

Lighting

The applicant has not indicated any changes, additions, or removal of outdoor lighting on the property. If such site features are proposed a lighting plan with specifications and a photometric plan will need to be provided with the specific development plan application.

STAFF COMMENTS:

Planning Comments:

1. The general development plan as submitted has limited information on a number of areas that are typically submitted for new construction, given that this property is already zoned PD and that the structures exist, staff recommends that the plan commission and council approve the general development plan subject to detailed plans being submitted with the specific development plan for, architecture, solar panels, wind turbines, accessory structure, fencing, chicken coop conversion, dumpster location and corral, landscaping, and lighting.

Public Works:

1. There is a private storm sewer located within this parcel. Owner to ensure all catch basins are inspected and repaired as necessary.
2. Storm sewer appears to be located in the area that is designated “Outdoor Playground, Gardens, Greenspace”. Must account for the potential loss of inlets.
3. Subsequent comments may be forthcoming, in regard to plan set revisions.

Engineering:

1. Stormwater Comments:
 - a. Based on the preliminary concept map, it appears there may 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.
 - 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.
2. Utility Comments:
 - a. There is a private storm sewer located within this parcel. Owner to ensure all catch basins are inspected and repaired as necessary.
 - b. Storm sewer appears to be located in the area that is designated “Outdoor Playground, Gardens, Greenspace”. Must account for the potential loss of inlets c. Utility modification plans must be submitted.

Police:

1. Subsequent comments may be forthcoming.

Fire:

1. Subsequent comments may be forthcoming.

Inspections:

1. Subsequent comments may be forthcoming.

RECOMMENDATION:

Staff recommend the plan commission hold a public hearing and provide a recommendation to City Council.

ACTION REQUESTED:

Motion - To recommend Common Council approval of the general development plan as submitted.

ATTACHMENTS:

[Attachments: 4600 N Port Washington Road Rezone](#)

SUBJECT: 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.

FROM: John S. Fellows, Community Development Director
Ken A. Smith, Planner

MEETING: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§§ 8.1.9(d)(13); Title 13, Article K; 13.1.142

BACKGROUND/ANALYSIS:

City Staff have been reviewing various ordinances and processes. Title 13, Article K relates to fences, walls, hedges, and windscreens. These structures reflect the community aesthetic and have the potential to affect the ambience and desirability of the community positively or negatively, and therefore the property values of the City of Glendale. City staff have worked to reorganize the Ordinance to make it more user friendly and readable for most citizens, developers, and other interested parties.

The proposed text amendments cover several items which include:

- Removal of the requirement for “waivers” to be submitted from neighbors.
- Clarification regarding height restrictions in certain subdivisions and incorporating such requirements into the Ordinance, thus eliminating the need for reference to documents that are difficult to obtain.
- Specifying that hedges and windbreaks do not require a permit.
- Clarifying requirements for commercial and industrial vs. single-family residential districts.
- Providing a maintenance requirement within Title 8 of the Municipal Code.

On April 11, 2023 the Plan Commission moved to schedule an optional public hearing prior to issuing a recommendation to the Common Council. The Commission further asked staff to revise the Draft Ordinance to strike the first preambular clause and add a proof of notice requirement

akin to the current Ordinance permitting the keeping of chickens. Staff have revised the draft accordingly.

RECOMMENDATION:

Staff recommends the Plan Commission recommend approval of the Text Amendment to the Common Council.

ACTION REQUESTED:

Motion to recommend approval of the text amendment to the Common Council as drafted.

ATTACHMENT:

[Attachment: Draft Ordinance](#)

[Attachment: Existing Ordinance](#)

SUBJECT: 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.

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

Meeting: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§ 13.1.34(c)(4)

BACKGROUND:

Ms. Barbara Green, proprietor of Precision Brows, LLC, wishes to open a parlor for microblading at 2025 N. Ironwood Rd. Ste. 202, in a B-1 C1 Business and Commercial District. Microblading is a type of tattoo service whose purpose is to mimic natural eyebrows. This service helps clients ranging from those who wish to enhance natural eyebrows to mimic eyebrows with tattoo art for those who are missing all or a portion of their eyebrows. The applicant is moving into a space of approximately 326 square feet.

The business would operate seven days a week from 9am to 7pm by appointment. During the week the applicant expects to see most clients from 3:30 to 7pm. She would see one client at a time and solely operate the business.

ANALYSIS:

Precision Brows, LLC qualifies as a permitted use in a B-1 C1 District as a “Professional service,” and “Any other uses found to be a similar use by the Plan Commission or Community Development Authority upon review of application.”

RECOMMENDATION:

Staff recommends the Plan Commission grant a business use approval for Precision Brows, LLC at 5225 N. Ironwood Rd. Ste. 202.

ACTION REQUESTED:

Motion to recommend approval for a business use for Precision Brows, LLC at 5225 N. Ironwood Rd. Ste. 202.

ATTACHMENTS:

- [Attachments – 5225 N. Ironwood Rd. Ste. 202 – Precision Brows, LLC](#)

SUBJECT: 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

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

Meeting: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	Wis. Stat. §§ 62.23(5) , 66.1005(1)
Municipal Code:	N/A

BACKGROUND:

In February 2013 the Wisconsin Department of Transportation (WisDOT) issued its “Purpose and Need Statement” for the Interstate 43 (I-43) Freeway Corridor from Silver Spring Drive to Wisconsin Highway 60 in Milwaukee and Ozaukee Counties. In the document WisDOT argued for the project’s necessity to improve “freeway design and geometric deficiencies,” “Safety,” “Existing and future traffic volumes,” “Regional land use and transportation planning,” and “System linkage and route importance.” Construction work began on the project overall in 2022 and within the City of Glendale in late-2022. The south-end segment of the project is scheduled for completion in 2025.

As part of the project, WisDOT intends to build the modified I-43 within the current Union Pacific Railroad’s train track embankment within the rail right-of-way (ROW). WisDOT intends to rebuild Union Pacific’s embankment within the City of Glendale’s W. Fairfield Court ROW. Union Pacific prefers “a permanent real estate right over property that supports our track infrastructure” so the corporation may have the “rights to use, alter, maintain, etc. the track infrastructure in the future.”

Wis. Stat. § 62.23(5) requires any prospective abandonment of a public ROW to be reviewed by that municipality’s Plan Commission to determine if the abandonment is in the public interest. Upon the Planning and Architectural Review Commission’s recommendation of approval or disapproval, the draft resolution vacating the ROW would be considered by the Glendale Common Council.

Further, Wis. Stat. § 66.1005(1), relating to the reversion of land titles, states, “When any highway or public ground acquired or held for highway purposes is discontinued. . .[it] shall belong to the owner or owners of the adjoining lands. . .”

Timeline

- June 6 – Plan Commission Recommendation
- July 10 – Common Council Public Hearing and Determination

ANALYSIS:

If approved, the City of Glendale would vacate approximately 0.237 acres (10,323 sq. ft.) of unimproved (non-paved) right-of-way, leaving three feet of land in the ROW between the proposed new Union Pacific ROW and the existing curblin on W. Fairfield Court.

The ROW abandonment would give Union Pacific control over the land supporting its tracks, ultimately spurred by WisDOT’s highway widening.

The Planning and Architectural Review Commission and Glendale Common Council must determine if the right-of-way vacation allowing for Union Pacific to fully control a new embankment created due to the loss of land from I-43 widening is in the public interest.

ACTION REQUESTED:

Motion to recommend approval or rejection of the resolution abandoning the segment of the West Fairfield Court public right-of-way adjacent to the Union Pacific rail right-of-way and N. Jean Nicolet Road.

ATTACHMENTS:

1. [Attachments – W. Fairfield Court ROW Partial Abandonment](#)

SUBJECT: 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.

FROM: John S. Fellows, AICP, Dir. of Community Development
Ken A. Smith, Planner

MEETING: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

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 athletics, site, and building improvements. The district has decided to submit for approvals in two submissions. The first submission focused 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, an entry gate element to the athletic facility, and a 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 as well as an entry gate/canopy element for the main entrance to the athletic area. This second set of approvals occurs at the November 2022 Plan Commission Meeting.

Current Request:

We are requesting the planning commission to review and approve:

1. Main school building entrance design. The main entrance renovation design has been revised from previously approved by Plan Commission on November 01, 2022.
2. Tech Ed addition design. The Tech Ed addition design has been revised from previously approved by Plan Commission on November 01, 2022. The revision extends the addition to the north by 12 feet.
3. Building signage wording, material, size, color, location, and lighting for the following locations:
 - a. School building main entrance
 - b. Tech Ed addition
 - c. Athletic complex entrance
 - d. Athletic concession building

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 water main to allow access to the pipe in an emergency.

RECOMMENDATION:

Staff recommend the Planning and Architectural Review Commission grant approval for a site plan and architectural approval with the following conditions for and architectural approval for main building, concession stand, athletic entry, signage, and associated amenities for Nicolet High School, 6701 N Jean Nicolet Road, 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.

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, signage, and associated amenities for Nicolet High School, 6701 N Jean Nicolet Road, 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.

ATTACHMENTS:

[Attachment - Nicolet High School](#)

SUBJECT: 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

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

Meeting: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§ 2.4.4(c)(5)

BACKGROUND:

DES Holdings, LLC, ownership entity of the 5,500 square foot warehouse garage at 6758 N. Sidney Place, zoned in an M-1 Warehouse, Light Manufacturing, Office and Service District, wishes to install a matching service door and add two more overhead doors on the south side of the structure.

The applicant indicates the overhead doors will match the building’s color and be 24 by 12 feet of 1.5 inch thermally-broken insulated steel. The overhead doors will have rectangular windows with rounded edges.

The building is presently not used for business purposes and according to the applicant, “is used for personal storage and a hobby space for our 4 young kids, my wife and myself.”

ANALYSIS:

Section 2.4.4(c)(5) of the Glendale Code of General Ordinances, as modified by Ordinance 23-04, requires, “All proposed commercial, industrial, and multifamily structures. . .shall be referred to the Planning and Architectural Review Commission where it shall hear and decide applications for permission to. . .alter, or change the exterior of all structures referred to them.”

The proposed modifications would provide additional points of entry for persons on foot and motor vehicles to enter and exit the structure. The existing structure is built and appears as a warehouse. The proposed changes would maintain a warehouse appearance within the existing M-1 Warehouse District.

RECOMMENDATION:

Staff recommends the Planning and Architectural Review Commission grant approval for the exterior architectural modification for the structure at 6758 N. Sidney Place.

ACTION REQUESTED:

Motion to recommend architectural approval for the structure at 6758 N. Sidney Place.

ATTACHMENTS:

1. [Attachments – 6758 N. Sidney Pl. – Garage Doors](#)

SUBJECT: 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.

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

Meeting: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§ Title 13 Article D.

BACKGROUND:

Chick-fil-A opened in 2022 at the current location after receiving approvals in 2021. During the first six months of business, the company analyzed several items relating to this new building format. As a result of these studies, the company desires to make several site plan changes and building modifications allowing it to function better for the building’s users.

ZONING/APPROVAL PROCESS:

The property is located within the PD zoning district. The PD allows for minor amendments and major amendments. The code allows the Planning and Architectural Review Commission to determine if a change to an original Specific Development approval within a Planned Development District is a minor or major change. Typically, a change of use, change of traffic, a significant architectural change or change to the pedestrian environment, or a change that would affect an adjacent property would be consider a major change, while modifications of architectural items such as doors or windows, or a change to landscaping to allow for a more durable plant species would be considered minor.

Minor Approvals only require the approval of the Planning and Architectural Review Commission.

Major Amendments required going through the general development plan, public hearings, specific development plan meetings, and amendment to the development agreement.

The major amendment process would follow the following steps:

- Determination of Plan Commission as to Major or Minor

General Development Plan- Revisions

- Initial appearance before City Council
- Planning Commission Public Hearing
- Planning Commission recommendation
- City Council recommendation for a public hearing
- City Council Public Hearing
- City Council Action

Specific Development Plan Approval

- Planning Commission review and Action
- City Council Review and Action

Development Agreement

- Review and action regarding a development agreement by City Council
- Recording of Development Agreement
- Once the development agreement is approved permits may be issued.

GUIDELINES:

- To create a “street and pedestrian friendly” environment, buildings should front on Pt Washington Road with primary architectural elements and entry on that façade.
- Guidelines encourage the use of modular clay brick, Lannon Stone/ limestone, Architectural per cast concrete as accents, and stuck or EIFS.

REQUESTED CHANGES:

The applicant is requesting the following modifications:

Building:

- 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 the east canopy area to add a windscreen parallel to Port Washington Road. The proposed windscreen would be constructed of a tubular window system with a mesh screen.

Landscaping:

- Modification of landscaping between the property line and the drive-through area to accommodate the proposed permanent windscreen.

REVIEW:

Staff have reviewed the application and have concerns regarding the visual character of the windscreen along Port Washington Road. In early conversations with Staff, the applicant provided examples and images of other windscreens which provide greater architectural quality and a more street and pedestrian-friendly environment (see example in attachments).

The current proposed windscreen will have a utilitarian appearance that will have limited relationship to the pedestrian experience. This windscreen device will be located within feet of the property line and within a couple feet of the public sidewalk.

Staff recommend the windscreen be considered a major modification to the Planned Development District as the windscreen will have an impact to the pedestrian environment which typically is enhanced by larger landscaping areas at older buildings and pedestrian-scaled architectural details on newer buildings.

If the windscreen were designed to appear more like a building façade with architectural elements and materials, Staff would recommend the proposed modifications be a minor amendment as such a modification would enhance and further the goals of creating a street and pedestrian-friendly environment.

RECOMMENDATION:

Staff recommends the Plan Commission determine the application as submitted be a major amendment as the request modifies the original request and will change the overall architectural character of the corridor and pedestrian experience.

ACTION REQUESTED:

Motion to determine that the application as submitted is a major amendment as the request modifies the original request and will change the overall architectural charter of the corridor and pedestrian experience.

Motion to direct staff to place the item on a City Council agenda for initial review of a modification to the general development plan, and direct staff to schedule a public hearing at the Planning and Architectural Review Commission to review proposed changes to the general development plan at the earliest convenience.

ATTACHMENTS:

[Attachment – Chick-fil-A at 5201 N. Port Washington Road](#)

SUBJECT: 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.

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

Meeting: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§ Title 15, Chapter 6

BACKGROUND:

In the early 2000's the City of Glendale Community Development Authority worked to redevelop this area of Port Washington Road. Through this redevelopment 4629 N Port Washington Road was approved for a mixed-use building which contains Solly's Grill, a business which began in 1936 and received a James Beard Award in 2022. The entire area was developed within the Planned Development District based upon approved plans from the Community Development Authority.

REQUEST:

The applicant is requesting approval to modify the existing Planned Development District to add an additional structure on the site and a digital billboard on the northwestern portion of the property.

AMENDMENTS TO A PLANNED DEVELOPMENT DISTRICT:

Minor Approvals only require the approval of the Planning and Architectural Review Commission. Major Amendments require going through the general development plan, public hearings, specific development plan meetings, and amendment to the development agreement.

The major amendment process would follow the following steps:

- Determination of Plan Commission as to Major or Minor

General Development Plan- Revisions

- Initial appearance before City Council
- Planning Commission Public Hearing
- Planning Commission recommendation
- City Council recommendation for a public hearing
- City Council Public Hearing
- City Council Action

Specific Development Plan Approval

- Planning Commission review and Action
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Development Agreement

- Review and action regarding a development agreement by City Council
- Recording of Development Agreement
- Once the development agreement is approved permits may be issued.

DIGITAL BILLBOARDS

The City of Glendale Ordinance [23-10](#), which amended Title 15, [Chapter 6](#), allows for the construction of digital billboards within Planned Development District within specifically defined geographic locations, when specifically approved by Common Council through the planned development process and where a development agreement has been approved by Common Council and recorded with the Milwaukee County Register of Deeds.

REQUESTED CHANGES:

The applicant is requesting the following modifications:

Structure:

- The amendment to the development agreement for the Planned Development District for addition of a sign structure in the northwest portion of the property.

Sign:

- The amendment to the development agreement for the Planned Development District to add a digital billboard on a structure in the northwest portion of the property.

REVIEW:

Staff has reviewed the existing ordinances and procedures and amendment of the Planning Development District and Development agreement is allowed at the discretion of Council.

RECOMMENDATION:

Staff recommends the Plan Commission determine the application as submitted is a minor amendment as the request does not add additional uses to the premises, add additional traffic, and does not significantly alter the site for the existing use.

ACTION REQUESTED:

Motion – Determination that the application as submitted is a minor amendment as the request does not add additional uses of the premises, add additional traffic, and does not significantly alter the site for the existing use.

Motion to recommend to the Common Council the amendment of a development agreement allowing for the additional site and structure modifications, subject to the development agreement stating that all applicable permits and approvals from local, state, and federal agencies are required.

ATTACHMENTS:

[Attachment 4629 N Port Washington Road – PD Amendment](#)

SUBJECT: 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.

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

Meeting: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§ Title 13 Article D.

BACKGROUND:

In the early 2000's the City of Glendale Community Development Authority worked to redevelop this area of Port Washington Road. Through this redevelopment 4629 N Port Washington Road was approved for a mixed-use building which contains Solly's Grill which began in 1936 and in 2022 received a James Beard Award. The entire area was developed within the Planned Development District based upon approved plans from the Community Development Authority.

REQUEST:

The applicant's approval to install a digital billboard in the Northwest portion of the property. This approval process does require the amendment of the Development Agreement related to the Planned Development Approval. (See associated items on agenda).

The post for the structure is planned to be constructed 2 feet from the western property line and 132 feet from the center line of Glendale Avenue. The sign will be cantilevered to the east. The billboard will be 14 ft tall by 48ft wide. The overall total height from grade to the top of the digital billboard will be 55ft.

The sign will be located in an easement that will be 60.02 feet by 40.01 feet (2,401 SF).

STANDARDS/ REQUIREMENTS:

The sign permit has been reviewed against the ordinance and the standards and requirements, below is a short summary of key items.

Area limitations:	The proposal meets the standard.
Location:	The proposal meets the standard.
Number per structure:	The proposal meets the standard.

Setback from Property line: The proposed setback is 2 ft. The code requires 25ft or a distance approved by the state of Wisconsin.
Spacing Between Digital Billboard: The proposal meets the standard.
Height of Digital Billboard: The height is proposed to be 55ft the maximum is 60ft.

Design Guidelines:

1. Electronic Billboard structures shall be designed to have a unified structural design with architectural appeal.
 2. Electronic Billboard structures shall consider architectural elements that provide a strong base, middle, and top.
 3. Electronic Billboard structures shall be more than just an engineering solution but shall be designed to enhance the environmental design of the community.
 4. No one architectural style is dictated by these standards. Design style shall be unique and timeless.
 5. A shroud or other architectural element shall be used around the main structural support element as well as any horizontal or cantilevered elements.
- The applicant has provided a schematic design showing architectural designs located at the base of the pole, the lower area of the pole, and a crisp clean digital billboard screen. The applicant has provided architectural elements on the third (open) side of the structure to provide screening of structural elements from the east (N Port Washington Road). The architectural elements are geometric in style with an unspecified architectural metal mesh.

ANALYSIS:

Staff has reviewed the application and the general standard have all been met with the application. One item of note is the setback distance as indicated on the submission will need to be approved by the State of Wisconsin. If for some reason the distance is not approved by the WiDOT then the application will need to be revised.

Staff recommends that final plans that have been reviewed and approved by an Engineer be approved prior to issuance of a permit.

Staff has reviewed the application to the Design Standards and finds that the plans appear to be traditional billboard structures with exposed structures and no architectural design elements. Staff recommends that the applicant return at a future date with revised drawings meeting the 5 design criteria noted within the ordinance and noted above.

Staff recommends additional landscaping along the Western edge of the property. To provide screening from Glendale Avenue.

REVIEW:

Staff has reviewed the existing ordinances and procedures and amendment of the Planning Development District and Development agreement is allowed at the discretion of Council.

RECOMMENDATION:

Staff recommends the Plan Commission approve the digital billboard subject to the following:

1. Submission of stamped plans from a Engineer for the structure and sign.

2. Approval of the setback by the WIDOT.
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.

ACTION REQUESTED:

Motion – To approve the digital billboard subject to the following:

1. Submission of stamped plans from a Engineer for the structure and sign.
2. Approval of the setback by the WIDOT.
3. The applicant shall work with staff to finalize architectural elements, materials and final color selection.
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ATTACHMENTS:

[Attachment 4629 N Port Washington Road – Sign](#)

SUBJECT: 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.

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

Meeting: Planning and Architectural Review Commission

MEETING DATE: June 6, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§ Title 13 Article D.

BACKGROUND:

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REQUEST:

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ANALYSIS:

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REVIEW:

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RECOMMENDATION:

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ACTION REQUESTED:

Motion – To approve the digital billboard subject to the following:

1. Submission of stamped plans from a Engineer for the structure and sign.
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ATTACHMENTS:

[Attachment 4629 N Port Washington Road – Sign](#)