

CITY OF GLENDALE — PLAN COMMISSION
May 4, 2021

Regular meeting of the City of Glendale Plan Commission convened via Zoom.

The meeting was called to order by Mayor Kennedy at 6:00 p.m.

Roll Call: Present: Mayor Bryan Kennedy, Commissioners, Kyle Mack, Fred Cohn, Karn Cronwell, Phillip Bailey, Amanda Seligman, and Imani Ray. Absent: None.

Other Officials Present: Rachel Safstrom, City Administrator; Todd M. Stuebe, Director of Community Development; Nicole Maurer, Deputy Clerk.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on Thursday, April 29, 2021, 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 April 13, 2021 Plan Commission Meeting.

Motion was made by Commissioner Seligman, seconded by Commissioner Cronwell, to adopt minutes from the April 13, 2021 Plan Commission meeting. Ayes: Commissioners Cohn, Cronwell, Bailey, Seligman, and Ray. Noes: None. Abstain: Commissioner Mack. Motion carried.

Public Hearing: Conditional Use Permit, 5530 and 5544 North Port Washington Road, Request submitted by 5530 Port Washington, LLC, for the businesses located at the 5530 North Port Washington Road property to use the to-be-constructed proposed parking lot at the 5544 North Port Washington Road property for customary customer and employee parking purposes. The 5530 and 5544 North Port Washington Road properties are both zoned B-1, B Business and Commercial District.

Mr. Stuebe gave a brief overview of the request submitted by 5530 Port Washington, LLC to use the to-be-constructed proposed parking lot at the 5544 North Port Washington Road property for customer and employee parking purposes for the businesses located at 5530 North Port Washington Road. The 5530 North Port Washington Road property owner previously worked with the City of Glendale to obtain approval of a Zoning Code text amendment to permit parking on an adjacent property as a Conditional Use Permit within the B-1, Sub Area B District. The owner of the 5530 North Port Washington Road property seeks to obtain Plan Commission approval of a Conditional Use Permit for parking within the 5544 North Port Washington Road property, as well as approval of the necessary site plan changes to construct a parking lot within the 5544 North Port Washington Road property. Mr. Stuebe also noted that the property owner of 5530 North Port Washington Road completed acquisition of the 5544 North Port Washington Road property but may own under a different LLC name.

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Mr. Dan Stein representing Stein Management and Mr. Michael Garber, architect for Stein Management, were present for the meeting.

Commissioner Cohn questioned if the 5544 North Port Washington Road property will be contained as a separate lot with separate taxes. Administrator Safstrom stated the properties will remain separate as the applicant has not requested a Certified Survey Map.

Mayor Kennedy opened the hearing up for public comment at 6:12 PM. Mayor Kennedy asked three times if there was anyone on the Zoom call or at City Hall for public comment. There was no response for public comment.

Motion was made by Commissioner Mack, seconded by Commissioner Seligman, to close the public hearing. Motion carried unanimously.

Motion was made by Commissioner Cohn, seconded by Commissioner Mack, to grant approval of a Conditional Use Permit for the owner of 5530 North Port Washington Road to obtain permits to construct the proposed parking lot within the 5544 North Port Washington Road property, as well as to also have the associated 5530 North Port Washington Road customer and employee parking therein, with the following requirements: 1) Drainage/Stormwater Management Plan review and approval by the Glendale City Engineer and Public Works; 2) Obtain all necessary City of Glendale approvals and permits pertaining to utility disconnects, connects, and construction activities within the public street right-of-way, as well as being responsible for all associated costs; 3) Site landscaping and lighting features being maintained and replaced and/or replenished whenever necessary pursuant to tenant/owner lease responsibilities; 4) All City of Glendale building, fire, and health codes being fulfilled to the satisfaction of the Building Inspector, the North Shore Fire Department, and the North Shore Health Consortium; 5) Compliance with State of Wisconsin requirements for ADA parking. Motion carried unanimously.

Public Hearing: Conditional Use Permit, 6801 North Green Bay Avenue. Request submitted by Share My World Children's Academy, LLC, to have a Licensed Group Child Care Center located at 6801 North Green Bay Avenue (former George Jelich's Barber Shop tenant space). The 6801 North Green Bay Avenue property is zoned B-2 Community Business District.

Mr. Stuebe provided a brief review of the request submitted by Share My World Children's Academy. Share My World Children's Academy seeks grant of a Conditional Use Permit to have a licensed group childcare center in the tenant space at 6801 North Green Bay Avenue, as well as approval to make site plan changes to provide the required outside playground area at the south side of the property. Mr. Stuebe recommended the Plan Commission grant approval of the Conditional Use Permit including site plan changes with five requirements. Mr. Stuebe also stated that the revised playground plan includes a proposed 8-foot solid board fence and noted the Commission may want to consider whether this is acceptable or if they would like to see something more like a 4-foot picket fence.

Ms. Tia Goodwin and Ms. Erica Hughes of Share My World Children's Academy were present for the meeting. Ms. Goodwin gave a brief introduction. Ms. Goodwin stated that a fenced in outdoor play area is required by the State of Wisconsin Department of Children and Families, and advised they are looking at constructing the play area on the south side of the building where

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parking spaces currently exist. Ms. Goodwin stated they are willing to build the fence to the City's requirements. Ms. Hughes noted that playground equipment will be added to the area and mulch will be placed on top of the asphalt for safety purposes.

Commissioner Mack stated he would have liked to see a rendering of what the proposed 8-foot fence looks like in relation to the building. Commissioner Mack asked if pick up and drop off will take place on the east side of the building through the front door entrance. Ms. Goodwin stated that is correct. Commissioner Mack asked whether Ms. Goodwin or Ms. Hughes had experience operating a childcare center. Ms. Goodwin stated this is their first time running a childcare center, but it has been a passion of theirs for many years to support and work with children. It was noted that Ms. Goodwin is certified to be the administrator of the childcare center and Ms. Hughes is certified to work there.

Commissioner Seligman questioned if the purpose of the 8-foot fence is to protect the privacy of children or to keep children and traffic apart. Ms. Goodwin stated it is for privacy purposes, but noted they are willing to shorten the fence if 8 feet is too high.

Mayor Kennedy stated because the fence is adjacent to residential properties, he will ask a member of the Commission to amend it to 6 feet to make it uniform with other fences in the area. Ms. Goodwin stated they are fine with 6 feet.

Commissioner Cronwell questioned how many children the play structure in the outdoor area can safely hold. Ms. Goodwin stated they have not decided on a play structure yet and advised that the picture on the submitted site plan is an example. Ms. Goodwin stated the play structure they select will not have swings and said there will also be age-appropriate toys and furniture in the outdoor play area. Commissioner Cronwell questioned if children will ever be outside of the fenced in area. Mayor Kennedy noted that Green Bay Avenue is busy and the residential community behind the facility does not have sidewalks. Ms. Goodwin stated they may access Kletzsch Park. Commissioner Cronwell asked if the capping age for the facility is around toddler age children. Ms. Goodwin stated that is correct. Commissioner Cronwell questioned if the facility immediately abuts the proposed play area. Ms. Goodwin confirmed it does.

Commissioner Cohn asked if the City has requirements regarding types of security fences. Mr. Stuebe stated the City's requirements for fences mostly relate to aesthetics and noted there are no specific requirements for a daycare. Ms. Goodwin stated the fence must be at least 4 feet tall per the State of Wisconsin and added there are no fence type requirements. Administrator Safstrom reiterated the City is only concerned with aesthetics and stated a 6-foot fence will provide security and will also be aesthetically pleasing to the surrounding neighborhood. Mayor Kennedy stated the Commission can recommend a 6-foot wooden fence so it matches an adjacent fence. Commissioner Cohn questioned whether the Commission should require a solid fence or a picketed fence. Administrator Safstrom stated the City has not been that detailed with fences in the past. Mayor Kennedy stated that aspect will be left up to the applicant and noted if the Commission says a 6-foot wooden fence to match those adjacent then that should be sufficient.

Mayor Kennedy opened the hearing up for public comment at 6:37 p.m.

Mr. Elliot Katz of 6772 N. Melissa Court was at City Hall with questions for the applicants.

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Motion made by Commission Bailey, seconded by Commissioner Seligman, to close the public hearing. Motion carried unanimously.

Motion by Commissioner Seligman, seconded by Commissioner Bailey, to grant approval of a Conditional Use Permit for Share My World Children's Academy, LLC, to have a licensed Group Child Care Center at 6801 North Green Bay Avenue, including approval of Site Plan changes to provide an outside play area per the project plans, with the following requirements: 1) Group Child Care license per State of Wisconsin Department of Children and Families requirements; 2) Site landscaping and lighting features being maintained and replaced and/or replenished whenever necessary pursuant to tenant/owner lease responsibilities; 3) All City of Glendale building, fire, and health codes being fulfilled to the satisfaction of the Building Inspector, the North Shore Fire Department, and the North Shore Health Consortium; 4) Compliance with State of Wisconsin requirements for ADA parking; 5) In the event that the facility should close or relocate the site is required to be restored to the prior configuration; 6) Fence is to be wooden and 6-feet in height to match fence on the rear of the property. Motion carried unanimously.

ADJOURNMENT.

There being no further business, motion was made by Commissioner Bailey, seconded by Commissioner Seligman, to adjourn the meeting. Motion carried and adjournment of the Plan Commission was ordered at 6:56 p.m., until Tuesday, June 1, 2021 at 6:00 p.m.

Nicole Maurer, Deputy Clerk

Recorded: May 4, 2021