

CITY OF GLENDALE — PLAN COMMISSION
Tuesday, July 7, 2020

Regular meeting of the City of Glendale Plan Commission convened in the City Hall Council Chambers located at 5909 N. Milwaukee River Parkway, Glendale.

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, Bruce Cole, Josh Wadzinski, and Amanda Seligman. Absent: Commissioner Karn Cronwell.

Other Officials Present: Rachel Safstrom, City Administrator; Todd M. Stuebe, Director of Community Development; Megan Humitz, City Clerk.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on Thursday, July 2, 2020, 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 from the June 2, 2020 Plan Commission Meeting.

Motion was made by Commissioner Seligman, seconded by Commissioner Cohn, to adopt minutes from the June 2, 2020 Plan Commission meetings, as corrected on June 3, 2020. Motion carried unanimously.

Certified Survey Map (CSM), Richard & Ellen Wiese/Thomas & Sherrie Murray, 7505 North Berwyn Avenue and 2430 West Greenwood Lane. Review proposed lot line change/land division and recommend Common Council approval of CSM.

Mr. Stuebe gave a brief review of the request by Richard and Ellen Wiese and Thomas and Sherrie Murray to seek approval of a Certified Survey Map to modify the lot line of the two existing parcels located within the River Edge Subdivision. The area of Lot 1 is increased in area by 1,661 square feet from 15,013 square-feet to 16,674 square feet. The area of Lot 2 is reduced by 1,661 square feet to 16,872 square-feet. Upon completion of the adjustment to the lot line both Lot 1 and Lot 2 remain conforming lots, and it is a redraw of prior approved Certified Survey Maps.

Mr. Stuebe stated on November 14, 2011 the Common Council approved a Certified Survey Map as recommended by the Plan Commission November 1, 2011. Circumstances at the time and subsequent resulted in the necessity to have substantially the same Certified Survey Map recreated and now presented to the City of Glendale for review and approval. The same property owners are seeking to complete the same change to property boundary.

Motion was made by Commissioner Cole, seconded by Commissioner Cohn, to recommend to the Common Council approval of the Certified Survey Map subject to payment of the \$75.00 administrative fee, making any required legal and/or technical

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corrections, and payment of City Attorney and/or Engineer CSM review fees. Motion carried unanimously.

Plan Commission Use and Occupancy Review, The Chasm (Bayer Performance Institute, LLC), 6575 North Sidney Place (Hakaduli Properties, LLC, 6575-6593 North Disney Place Multi-Tenant Office/Warehouse Building). Review and approve proposed small group and individual fitness training use and occupancy.

Ms. Sara Bayer gave a brief review of her request to seek approval to operate The Chasm, a small-group and individual fitness training studio, in a 3,600 square-foot tenant space located in the multi-tenant facility located at 6575 North Sidney Place. The proposed business hours are 6:00 a.m. to 9:00 p.m. Monday through Thursday, 6:00 a.m. to 8:30 p.m. Friday, 7:30 a.m. to 1:00 p.m. Saturday, and appointment or special classes only on Sundays. Ms. Bayer anticipates there will be between one and four employees.

Mayor Kennedy advised Ms. Bayer of the current North Shore Health Regulations.

Mr. Mack questioned if this is a long-term solution for this space, which Ms. Bayer confirmed.

Mr. Stuebe stated the site is zoned M-1 Warehouse, Light Manufacturing, Office, and Service District and, under the requirements of Section 13.1.39, the proposed use and occupancy are subject to review and approval by the Plan Commission.

Motion was made by Commissioner Cohn, seconded by Commissioner Cole, to grant use and occupancy approval for Sara Bayer to operate The Chasm, a small-group and individual training studio as a recreational type of use, in the tenant space located at 6575 North Sidney Place, with the following requirements: 1) Outside storage is not permitted; 2) Signs to conform with the Glendale Sign Code; 3) All City of Glendale building, fire and health codes being carried out to the satisfaction of the Building Inspector, the North Shore Fire Department, and the North Shore Health Consortium; and 4) State of Wisconsin requirements for ADA parking. Motion carried unanimously.

Plan Commission Use and Occupancy Review, What's Poppin' (What's Poppin', Incorporated, Bret Eulberg) 6161 North Flint Road, Units C and D (MBM Holdings, LLC, Bret Eulberg, Multi-Tenant Office/Warehouse Building). Review and approve popcorn and fudge snack/confectionary manufacturer and distributor use and occupancy.

Mr. Eulberg gave a brief review of his request to seek approval to operate What's Poppin' to occupy a 3,000 square foot (two 1,500 square-foot suites) tenant space located at 6161 North Flint Road to prepare and distribute popcorn and fudge confectionary snack treats. This would be moving the current operating business from Milwaukee into Glendale, and is a great opportunity for fundraising at local schools or the library. The proposed business hours are 6:00 a.m. to 10:00 p.m. Mr. Eulberg anticipates there will be three full-time equivalent employees.

Mr. Mack questioned if the business provides any retail sales, which Mr. Eulberg clarified it is production only, with no retail sales.

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Mr. Stuebe stated the site is zoned M-1 Warehouse, Light Manufacturing, Office, and Service District and, under the requirements of Section 13.1.39, the proposed use and occupancy are subject to review and approval by the Plan Commission.

Motion was made by Commissioner Cole, seconded by Commissioner Cohn, to grant use and occupancy approval for Bret Eulberg to operate What's Poppin', a preparer and distributor of popcorn and fudge confectionary snack treats in the 6161 North Flint Road tenant space, with the following requirements: 1) Outside storage is not permitted; 2) Signs to conform with the Glendale Sign Code; 3) All City of Glendale building, fire and health codes being carried out to the satisfaction of the Building Inspector, the North Shore Fire Department, and the North Shore Health Consortium; and 4) State of Wisconsin requirements for ADA parking. Motion carried unanimously.

Plan Commission Review, UW Credit Union, LLC, 6016 and 6040 North Port Washington Road. Review and approve proposed UW Credit Union architecture, site/landscaping, lighting, and signage, as well as site civil and drainage/stormwater management plans, as well as use and occupancy.

Mr. David Ewanowski of K.E.E. Architecture, Inc. gave a brief review of the request for approval of the proposed credit improvements to the properties located at 6016 and 6040 North Port Washington Road. The existing UW Credit Union branch facility is located at 6016 North Port Washington Road, a former Pizza Hut building is located on the 6040 North Port Washington Road property. UW Credit Union has acquired the former Pizza Hut property and has obtained City of Glendale approval to assemble the two properties into a single parcel so that a new 5,000 square-foot UW Credit Union may be built and both the existing Pizza Hut and UW Credit Union razed. Mr. Ewanowski anticipates there will be 2-7 staff members, and the total occupancy of the building is less than 50. The current proposed signage includes a monument sign at the site of the existing monument sign, as well as a wall sign and logo, directional signs, two secondary logo marks attached to the drive-in banking canopy and customer message on the wall beneath the canopy, ATM identifiers, and a "logo super graphic" applied to the glass. The current plan is to begin demolition on the site this fall, with construction beginning in Spring 2021. There is full understanding and agreement to comply with the standards and conditions identified

Mr. Stuebe stated the properties are zoned B-1, F2, and the proposed financial institution with drive-in banking window service use is a permitted use.

Mayor Kennedy questioned whether the grading to the pond will be adjusted, as well as the square footage of the existing building. Mr. Ewanowski confirmed there will be a level grade to drain to the pond. The square footage of the existing building is 3,800 square feet.

Commissioner Cole raised concern over the north entrance to the property being too close to Midas. Mr. Ewanowski stated the intention is for most of the traffic at the north entrance to be outbound. There will be 29 parking stalls available, with some reserved for staff.

Commissioner Cohn questioned what materials will be used to construct the new building. Additionally, concern was raised over the amount of signage that will be present on the building and property, and whether it is over the allowed limit. Mr. Ewanowski stated the building will be constructed of dark brick, with metal paneling in a dark gray, and the use of red

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on the front of the building to serve as a beacon. Mr. Stuebe stated the Plan Commission has latitude to approve or restrict the signage being requested. There will be one monument sign on the property, in addition to the wall sign and logo etched in glass.

Commissioner Seligman raised concern over the ingress and egress at the north end of the property, as this could be an issue with the drive-up traffic leaving the site as others are entering. Additionally, she questioned the availability of a bicycle rack on the property. Mr. Ewanowski identified that this end of the property will primarily be utilized for outgoing traffic. There will be a bicycle rack added at the south side of the building near the entrance.

Motion was made by Commissioner Cohn, seconded by Commissioner Mack, to approve the architectural, site, landscaping, lighting, and signage plans such that UW Credit Union may obtain City of Glendale Building Permits to construct the proposed building for use as a credit union branch office, as well as use and occupancy approval, with the following requirements: 1) Certified Survey Map (CSM) recorded with the Office of the Milwaukee County Register of Deed; 2) Raze existing Pizza Hut building; 3) Raze existing UW Credit Union branch building upon completion of the occupancy of the to-be constructed UW Credit Union building; 4) Light pole height is limited to 15-feet; 5) Signage requires permit(s) per the Glendale Sign Code; 6) Civil and drainage/stormwater management plans satisfactory to the requirements of the City Engineer and Director of Public Works; 7) Erosion control plan satisfactory to Building Inspector; 8) Verify condition of existing utilities prior to connections to City of Glendale utility facilities; 9) Submit necessary site civil plans for utilities and ingress-egress street connections to include utility and pavement design and plans satisfactory to the City Engineer and Director of Public Works; 10) City of Glendale (or other facility owner) permit(s) required for any work to be completed with the North Port Washington Road public street right-of-way or relating to City of Glendale watermain, sanitary sewer, and storm sewer facilities; 11) Abandon existing sanitary and watermain per the requirements of the Director of Public Works and the City Engineer; 12) City of Glendale Building, Fire, and Public Health code requirements per the Building Inspector, the North Shore Fire Department, and the North Shore Health Consortium; 13) State of Wisconsin requirements for ADA parking.

Referral from Common Council: Petition to Rezone 5001 North Port Washington Road (Certified Survey Map 7636, Lot 2, Tax Key Parcel 203-8000-002) from B-1, A1 Business and Commercial District to PD-Planned Unit Development District-Car Wash as a Jilly's Car Wash. Applicant to present Informational Statement and General Development Plan, Plan Commission to review, discuss, and schedule Public Hearing.

Administrator Safstrom stated Jon Zimmerman has submitted a request to rezone 5100 N Port Washington Road to Planned Unit Development for a Jilly's Car Wash. The current zoning of the property is B-1 A-1, which would not allow for a car wash. Initial review of the request found that the proposed development does not fit within the scope of the land use plan current or proposed for the location. The location has been under review during the Comprehensive Master Plan 2040 as a potential redevelopment area. Traditionally, there has not been a zoning use available for a car wash in Glendale.

Mr. Stuebe reviewed the process for change of zoning. The next step of the process would be for the Plan Commission to schedule a public hearing. There is a public hearing set to

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review the Comprehensive Master Plan 2040 on August 3.

Mr. Jon Zimmerman and his wife own Jilly's Car Wash. They were present to answer Plan Commission questions and provided background of Jilly's. Mr. Zimmerman owns the business. They currently have locations in Elm Grove, Pewaukee, and Brookfield. The business has been established for 10 years, and typically a location maintains 3-5 employees on site. The car wash requires guests to stay in their vehicle and offers unlimited packages. The establishment of the business at this location would increase the property value by \$1 million, as well as clean up the area and resolve environmental issues. Jilly's Car Wash is environmentally friendly, has limited police and fire needs, and would only utilize the shared access road for entry and exit. The property would accommodate up to 28 vehicles at a time, and the operating hours would be 7:00 a.m. to 8:30 p.m. Mr. Zimmerman added opening the business would provide additional job opportunities, perfect for high school students.

Mayor Kennedy stated this area is one of seven for Master Plan redevelopment. Allowing the rezoning of the property would remove the option of making it a residential development. Mayor Kennedy added the property has been vacant for many years and this would be an opportunity to develop and include the property in the tax roll. He recommended setting the public hearing for the August 3 Plan Commission meeting.

Commissioner Mack questioned if an analysis had been completed in the area indicating a car wash was necessary. Mr. Zimmerman stated there was no analysis completed.

Commissioner Seligman questioned what happens to the wastewater and what products are being used. Mr. Zimmerman stated all the products are environmentally safe and go into the sewer system.

Commissioner Wadzinski stated he would like to see more landscaping done on the property.

Motion was made by Commissioner Wadzinski, seconded by Commissioner Mack, to schedule the Plan Commission Public Hearing for 6:00 p.m., Monday, August 3, 2020. Motion carried unanimously.

2040 Comprehensive Plan Progress Update and Schedule to Adopt.

Meredith Perks, Vandewalle and Associates reviewed the final draft of the Comprehensive Master Plan. There were comments received during the Virtual Open House. Updates have been made to the vision graphic, land use map and implementation chart. The final step of the process is for a public hearing before the Common Council and Plan Commission on Monday, August 3. The Council will be requested to adopt a resolution approving this plan.

This item was for informational purposes only.

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Reschedule Regular August Plan Commission meeting to 6:00 p.m. MONDAY, AUGUST 3, 2020, to coincide with and follow the Joint Common Council/Plan Commission Public Hearing to Review and Adopt the 2040 Comprehensive Plan Update, which is scheduled for 6:00 p.m. Monday, August 3, 2020, and to allow Members to participate in the Tuesday, August 4, 2020 National Night Out. Discuss the possible need to reschedule the Regular, September 1, 2020, Plan Commission Meeting date due to Labor Day (September 7, 2020).

Administrator Safstrom stated the Common Council has scheduled a Joint Common Council/Plan Commission Public Hearing to review and adopt the 2040 Comprehensive Plan at 6:00 p.m., Monday, August 3, 2020, in the Common Council Chambers at Glendale City Hall. Tuesday, August 4, 2020, is the evening of the National Night Out, as such, in order to allow Plan Commissioners to participate, the Plan Commission will need to reschedule the Regular Plan Commission Meeting for 6:00 p.m., Monday, August 3, 2020, in the Common Council Chambers in Glendale City Hall.

Administrator Safstrom stated due to Labor Day, September 7, 2020, the regular September 1, 2020, Plan Commission Meeting date may need to be rescheduled.

Motion was made by Commissioner Cohn, seconded by Commissioner Wadzinski, to reschedule the regular Plan Commission Meeting from August 4, 2020 to August 3, 2020 at 6:00 p.m. Motion carried unanimously.

Motion was made by Commissioner Wadzinski, seconded by Commissioner Cohn, to reschedule the regular Plan Commission Meeting from September 1, 2020 to September 8, 2020 at 6:00 p.m. Motion carried unanimously.

ADJOURNMENT.

There being no further business, motion was made by Commissioner Cohn seconded by Commissioner Wadzinski, to adjourn the meeting. Motion carried and adjournment of the Plan Commission was ordered at 7:53 p.m., until Monday, August 3, 2020 at 6:00 p.m.

Megan Humitz, City Clerk

Recorded: July 8, 2020