

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

The Architecture Review Board Will Convene In-Person at the Glendale City Hall.

AGENDA—ARCHITECTURE REVIEW BOARD

Special Meeting

Tuesday, December 20, 2022

5:00 p.m.

*Ald. Phillip Bailey, Chair, Ald. JoAnn Shaw, Paul Kranz,
Annie Lane, Hope Liu, Rock Ridolfi, Walter Wilson*

Join Zoom Meeting

<https://us06web.zoom.us/j/86161742178>

Meeting ID: 861 6174 2178

+1 312 626 6799 US (Chicago)

1. Roll Call.
2. Adoption of Minutes
 - a) Approval of November 17, 2022, Minutes
3. Business Items:
 - a) 7418 N Port Washington Road – Consideration of approval for exterior modifications – removing street facing garage door and replacing with a wall system.
 - b) Meeting Dates and Times for 2023.
4. Next Meeting:
 - a) Next Regular ARB meeting 4:00 p.m., Thursday, January 19, 2022.
5. Adjournment.

The Regular Architecture Review Board 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 — ARCHITECTURE REVIEW BOARD
November 11, 2022

Regular meeting of the City of Glendale Architectural Review Board convened in the Glendale City Hall Conference Room, 5909 North Milwaukee River Parkway, and via Zoom.

The meeting was called to order by Alderman Shaw at 4:00p.m.

Roll Call: Present: Chair Ald. JoAnn Shaw, Paul Kranz, Annie Lane, Hope Liu, Rock Ridolfi, Walter Wilson, Hope Liu
Absent: Ald. Phillip Bailey-Chair

Other Officials Present: John Fellows, Director of Community Development.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on November 10, 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.

MATTERS TO BE CONSIDERED.

Adoption of Minutes of Meeting held October 20, 2022 Architecture Review Board Meeting.

Motion was made by Lane seconded by Wilson to adopt minutes from the October 20, 2022, Architecture Review Board. Motion carried unanimously.

Business Item 3.

- a) 7340 N Braeburn Lane, Greg Nisenbaum for the construction of a new single-family home.

Present: Greg Nisenbaum

Motion was made by Wilson seconded by Lane to approve the proposed project plans and issue the Building Permit. Motion carried unanimously.

ADJOURNMENT.

There being no further business, the Architectural Review Board was ordered at 4:20 pm., until Thursday, December 15, 2022, at 4:00 p.m.

John Fellows, Director of Community Development



SUBJECT: Architecture Review Board Agenda
7418 N Port Washington Road – Consideration of approval for exterior modifications – removing street facing garage door and replacing with a wall system.

FROM: John Fellows, Dir. of Community Development

MEETING DATE: December 20, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Zoning Code

BACKGROUND/ANALYSIS:

The three family members who live at the residence have a home occupation called Ralyn Homecare LLC. They are proposing to turn their garage into a three-person home office. The business is operated by the three residence who live on the site and two employees who are non-residence of the property and will work completely off site. There currently are 5 cars for the entire household of three people.

The Zoning ordinance defines a home occupation as:

(45) Home Occupation. The maintenance of a business office, or professional service with customary accessory uses, by a member of a recognized profession in a residential district, which is permitted as an incidental or secondary use of a building being used as a private dwelling and carried on by a member of the immediate family residing on the premises. Such use shall be conducted with no visual sign from the exterior of the building that any type of business activity is taking place on the premises, no unusual traffic may be generated, and no equipment may be used on the premises except those permissible for domestic or household purposes. No commodity may be sold on the premises, and no general nuisance-like effects may be created by an activity associated with the secondary and primary use of the premises. No conditional or prohibited use in any district may be utilized as a home occupation. No clientele shall be present for the conduct of business upon the premises between the hours of 7:00 p.m. and 6:00 a.m. Persons other than a resident who are upon the premises for the purpose of the conduct of the home occupation

ARCHITECTURAL CHANGES:

The applicant is proposing to enclose the garage door opening and install a new wall consisting of aluminum siding, two windows and a 36" door.

Work was begun on the garage conversion in the fall of 2022 without permits. It should be noted that conversation and email with prior staff regarding this project date back to 2020 and 2021.

The general design is a wood wall with clapboard siding two windows and one entry door within the space of the prior garage door.

Staff has discussed with the applicant that the choice of two sliding windows do not keep with the proportion of other windows facing the street which have a more vertical proportion than horizontal. Staff has suggested three vertical windows rather than two horizontals.

In addition, the ordinance does state that there should be no visual signs from the exterior of the building that any type of business activity is taking place on the property. Staff is concerned that the appearance of the proposed design appears more commercial than residential. Most garage conversion will not have a service door and just have grouping of windows. Staff has spoken with the building inspector and the door is not required for egress. An alternative would be to place the door on the side elevation. If the space were to be returned to a garage in the future the service door on the side elevation would be able to remain.

The property has several property maintenance concerns that could be cited for violations such as deterioration of siding (peeling paint). Staff recommends that the applicant provide the ARB with a written plan for improving these conditions. The applicants have talked to staff about these issues and indicate they will be addressed in the future. It is possible that in the future the property maintenance enforcement staff could issue citations for these issues.

RECOMMENDATION:

Staff recommends that the building elevation be modified to allow the design to maintain a more residential appearance, have proportions that coordinate with the existing openings, and minimize the appearance of a home occupation with the following recommended changes:

1. Remove the door or place the door to the side elevation.
2. Modify the window configuration to be symmetrical and more in keeping with the colonial design of the structure.
3. Modify the window design to have a vertical appearance rather than horizontal so there is a similarity to all openings on the main façade.
4. Provide information related to addressing peeling paint, shingles, and other property maintenance items so the board has a better

ACTION REQUESTED:

Motion to table the item, request revision, with further review in January.

ATTACHMENTS:

1. [Attachments – 7419 N Port Washington Road](#)