

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT AUTHORITY
MEETING MINUTES
October 24, 2022**

The Community Development Authority held at City Hall, 5909 North Milwaukee River Parkway, Glendale, Wisconsin and via Zoom conference call.

The meeting was called to order by Mayor Kennedy at 5:30 p.m.

Roll Call CDA: Present: Mayor Bryan Kennedy, Peter Brennan, Richard Wiese, Casey Shorts, Ald. Tomika Vukovic, and Ald. Jim Daugherty. Absent: Danielle Bailey.

Other Officials Present: Karl Warwick, City Administrator; John Fellows, Community Development Director; and Megan Humitz, City Clerk.

Open Meeting Notice.

The Executive Director advised that in accordance with the Open Meeting Law the City's official newspaper was advised on Thursday, October 20, 2022, of the date of this meeting, that the agenda was posted on the official bulletin board of City Hall, the general public in the Municipal Building and the Police Department, and those persons who requested were sent copies of the agenda.

Approval of the minutes of meeting held on May 23, 2022.

Motion was made by Mr. Brennan, seconded by Ald. Vukovic, to approve the minutes of meeting held on May 23, 2022. Ayes: Mayor Kennedy, Mr. Brennan, Ald. Wiese, Ald. Daugherty, Mr. Shorts, and Ald. Vukovic. Absent: Ms. Bailey. Abstain: None. Motion carried.

Discussion and possible action for building and site signage for Glendale Retail Management, LLC, 5930 North Port Washington Road, West Silver Spring Drive, CSM 93254 Lot 1.

John Fellows, Community Development Director, stated on April 20, 2022, the architecture, site, and landscaping plans were approved by the Community Development Authority for Chipotle tenant space for Glendale Retail Management, LLC, 5930 North Port Washington Road, West Silver Spring Drive, CSM 9254 Lot 1.

Signage along Silver Spring Drive and North Port Washington Road are required to be approved by the Plan Commission or deferred to the Community Development Authority (CDA). In this situation, the approval authority is deferred to the CDA. Each tenant in a building is allowed one wall sign when a freestanding sign is used for a building. If no freestanding sign is used, then tenants may have two wall signs. The Bayshore signage standards required City approval of signage on the North and West elevations of the buildings, while signage on the east and south elevations required review by Bayshore. Bayshore has approved the signage under their purview.

The applicant is proposing a monument sign with a total height of 10 feet and a sign area of just under 60SF. The sign will have a masonry base and architectural element coordinating with the building design. Details regarding the sign faces have not been provided. Currently the signage

is proposed to be locate adjacent to the easement of the raw water line. Public Works is requesting more information as to the footings, excavation, and specific location of the sign. Public Works and Community Development recommend the monument sign is shift to the north a few feet further from the raw water line easement. Staff recommends that the CDA approve the design of the sign and defer the specific sitting and footing details to staff.

The applicant is showing a standard “Chipotle” signage on the west elevation. The applicant is showing a “tenant” sign on the west and north elevations. Under City ordinances one wall sign and a free-standing sign are permitted. The Development Agreement allows for the developer to approve other signage at their discretion.

The East and South elevations of the building are considered internal to the development and there for are not reviewed by the city. Electrical permits are required.

Future wall signs will need to be returned to the CDA for approval at a later date.

Motion was made by Mr. Brennan, seconded by Mr. Shorts, to approve a wall and a monument sign for Glendale Retail Management, LLC, 5930 North Port Washington Road, West Silver Spring Drive, CSM 9254 Lot 1, contingent on approval from Bayshore. Subject to the following: 1) The applicant shall provide construction drawings and a survey as to the exact location of the sign in relationship with the raw water line. Plans shall show the location of the raw water line and the raw waterline easement. Detailed drawings as to the location and construction shall be approved by City Public Works and Community Development as well as the Northshore Water Commission. 2) The applicant and their contractors shall make sure that all contractors and employees are aware of the raw water line. Prior to digging the contractor shall have the area marked and staked and verify the location with Public Works and Northshore Water prior to excavation for the foundation of the monument sign. Ayes: Mayor Kennedy, Mr. Brennan, Mr. Shorts, Ald. Wiese, Ald. Daugherty, and Ald. Vukovic. Absent: Ms. Bailey. Abstain: None. Motion carried.

ADJOURNMENT

There being no further business, motion was made by Ald. Vukovic, seconded by Ald. Daugherty to adjourn the meeting. Ayes: Mayor Kennedy, Mr. Brennan, Mr. Shorts, Ald. Wiese, Ald. Daugherty, and Ald. Vukovic. Absent: Ms. Bailey. Abstain: None. Motion carried unanimously, and adjournment of the Community Development Authority was ordered at 5:38 p.m.

Megan Humitz
City Clerk