CITY OF GLENDALE -- PLAN COMMISSION

Tuesday, September 6, 2016

Pursuant to adjournment, the City Plan Commission met in the Common Council Chambers of City Hall, 5909 North Milwaukee River Parkway.

Mayor Kennedy called the meeting to order at 6:00 p.m.

Roll Call: Present: Mayor Bryan Kennedy, Commissioners JoAnn Shaw, Karn Cronwell, Fred Cohn, Gary Lippow, Robert Pfauth, and Tomika Vukovic. Absent: None.

Other Officials Present: Rachel Reiss, Deputy City Administrator, Todd M. Stuebe, Director of Community Development.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on Thursday, September 1, 2016, of the date of this meeting, the agenda was posted on the official bulletin board in City Hall, copies of the agenda were made available to the general public in the Municipal Building and the Police Department, and those persons who have 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.

ADOPTION OF THE MINUTES.

Motion was made by Comm. Cohn, seconded by Comm. Lippow, to approve the minutes of the meeting held on Tuesday, July 5, 2016. The Plan Commission did not convene Tuesday, August 2, 2016, due to a lack of submitted agenda items. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

MATTERS FOR CONSIDERATION.

I. Plan Commission Review, Elite Sports Club-River Glen, 2001 West Good Hope Road. Review and approve proposed change modifying the Site Plan to provide a fence enclosure in the southwest corner of the property.

Mr. Stuebe stated that the Plan Commission Report was distributed to the Plan Commissioners and Applicant and is incorporated herein as follows:

Plan Commission Report:

Elite Sports River Glen will present a proposed change to the Site Plan that will modify the enclosed fenced perimeter in the southwest of the Elite Sports-River Glen site located at 2001 West Good Hope Road (Refer to drawings). The site is zoned S-1 Special (Institutional) District, and the proposed change to the Site Plan requires Plan Commission review and approval.

Photographs A and B. View from North Berwyn Avenue Looking West.

Elite will utilize the increased grass turf fence enclosed space to have outside health and fitness activities and the fence will serve a similar function as with the existing smaller fenced perimeter, to keep children in and to keep playing balls from leaving the property, also serving to secure the Elite property.

Staff suggest that along the west side of the North Berwyn Avenue right-of-way the fence be shifted west due to the proximity to North Berwyn Avenue. There is an existing storm sewer easement that traverses the land from northeast to southwest that the City will require access to maintain the existing storm sewer pipeline. An Agreement will be necessary to assure that the City has the necessary access to the storm sewer and to determine the responsibilities as to the costs to remove and replace fences, and address liability for any damage to the storm sewer pipeline.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant approval of the proposed changes to the Site and Landscaping plan per the following requirements: 1) Common Council approval of an Agreement with the City of Glendale to assure access to the storm sewer pipeline, determine responsibilities for any necessary removal and/or replacement of fence, and liability for any damage caused to the storm sewer easement; 2) All City of Glendale building and fire codes being fulfilled to the satisfaction of the Building Inspector and North Shore Fire Department.

Peter Ogorek introduced himself as the architect for the project to renovate the Elite River Glen facility into a family-friendly facility, and also introduced Tom Karrels representing Elite. Mr. Ogorek presented the proposed changes to the Plan Commission.

Comm. Cohn asked what activities will take place within the fence enclosed space.

Mr. Ogorek state that the same things that happened within the space previously, and to keep balls from going into the neighbors yards.

Community Development Director stated that the City Attorney suggested the requirements could be made conditions of the Fence Permit and also that Staff are suggesting that the fence, where proximate to North Berwyn Avenue, be relocated west to align with the North Berwyn right-of-way.

The Plan Commission talked about the possibility of an opening such as a gate in the fence enclosure would provide access that the City requires to maintain the storm sewer pipe.

Motion by Comm. Cohn, seconded by Comm. Cronwell, that the Plan Commission grant approval of the proposed changes to the Site and Landscaping plan per the two requirements, and that to chamfer the corner along North Berwyn Avenue. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

II. <u>Plan Commission Review, Holiday Inn, 4700 North Port Washington Road</u>. Review proposed building addition to the swimming pool facility to include a hot tub, fitness room, restrooms, and storage space, with complementary landscape changes.

Mr. Stuebe stated that the Plan Commission Report was distributed to the Plan Commissioners and Applicant and is incorporated herein as follows:

Plan Commission Report:

Architect Steve Esser, on behalf of Nagib Lakhani, requests Plan Commission review and approval of the architectural and landscape plans to add a hot tub, fitness center, restrooms, and storage space, to the existing Holiday Inn hotel building located at 4700 North Port Washington Road. The property is zoned B-1, Sub-Area K, (Hotel and Convention Center) Business and Commercial District, and the proposed architectural and landscape changes require Plan Commission review and approval.

Image A. Holiday Inn Presentation of June 3, 2014

Hot tub and fitness center are common amenities at a premier hotel/conference center facility. The project is non-complex and the proposed architectural image and landscape changes are indicated in the distributed plan documents. The exterior materials match the existing building.

There will be a modest decline in the number of parking stalls as seven parking spaces are eliminated as a result of the proposed improvements. Owner will provide the proposed project schedule.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant approval of the proposed architecture and landscape plan for the proposed improvements to the Holiday Inn facility located at 4700 North Port Washington Road, per to the following requirements: 1) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary; and 2) All City of Glendale building, and fire codes being fulfilled to the satisfaction of the Building Inspector and the North Shore Fire Department;

Steve Esser introduced himself as project architect with Schroeder & Holt representing the property owner and presented the project to the Plan Commission.

Motion by Comm. Cohn, seconded by Comm. Cronwell, that the Plan Commission grant approval of the proposed architecture and landscape plan for the proposed improvements to the Holiday Inn facility located at 4700 North Port Washington Road, per the two requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

III. Plan Commission Review, Cable Com, LLC, 6070 North Flint Road. Review and approve proposed changes to Site Plan pertaining to outside storage use.

Mr. Stuebe stated that the Plan Commission Report was distributed to the Plan Commissioners and Applicant and is incorporated herein as follows:

Plan Commission Report:

In late 2014 CableCom, a network cable install and construct company, acquired the 6070 North Flint Road property. The Plan Commission reviewed and approved (December 2, 2014) the proposed use and occupancy, as well as changes to the Site/Landscaping Plan to provide for the proposed use by CableCom.

Not unexpectedly, with growth CableCom needs to increase the size of the storage yard enclosure to store more cable reels, and also has identified a need for more parking spaces on the property for employees. CableCom's narrative description of the immediate need is also included in the Plan Commission documents. The land is zoned M-1 Warehouse, Light Manufacture, Office and Service District, and the proposed outside storage use element requires Plan Commission review and approval to modify the existing Conditional Use Permit.

Photographs C and D. Views of Existing Cable Reel Storage Yard (South).


The proposed changes to the storage yard are located south of the existing warehouse building and storage yard, space that is presently occupied by proliferating regrowth. Historic aerial photographs indicate that there was a natural drainage way that conveys or conveyed runoff west to east across the property (Refer to the below 1951 aerial photograph) and CableCom will want to evaluate whether filling will impede the runoff drainage pattern.

1951 Aerial Photograph that Indicates Historic Natural Drainage Way.

The proposed employee parking is located on the north side of the property, continuing the parking that presently exists there. There will be some loss of green space that includes several trees and grass turf.

Photograph E and F. Views of Existing and Proposed Employee Parking.


Community Development Director Stuebe stated that staff recommends that the Plan Commission grant approval to modify the existing Conditional Use Permit for Cable Com, LLC, a network cable install and construct company, to make the proposed Site/landscaping Plan changes per the following requirements: 1) Outside storage is limited to fiber optic cable reels and closely related materials; 2) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary pursuant to tenant/owner lease responsibilities; 3) Demonstrate to the satisfaction of the Director of Public Works that the proposed changes will not activate Stormwater Management requirements or impair the natural drainage of the lands; and 4) Written certification by owner of compliance with State of Wisconsin Department of Safety and Professional Services requirements for physically disabled parking prior to issuance of Occupancy Permit.

Teri Severinsen and Al Kunert introduced themselves as representatives of CableCom, LLC, and presented the project to the Plan Commission.

Motion by Comm. Cohn, seconded by Comm. Cronwell, that the Plan Commission grant approval to modify the existing Conditional Use Permit for Cable Com, LLC, a network cable install and construct company, to make the proposed Site/landscaping Plan changes per the four requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

IV. <u>Plan Commission Review, Halloween Express, 200 West Silver Spring Drive</u>. Review and approve proposed temporary Halloween costume specialty shop use and occupancy.

Mr. Stuebe stated that the Plan Commission Report was distributed to the Plan Commissioners and Applicant and is incorporated herein as follows:

Plan Commission Report:

Applicant, Jon Majdoch, seeks Plan Commission review and approval for Halloween Express (Previously Halloween Extreme, Halloween Express, and Discount Halloween), a seasonal costume specialty shop use, to temporarily occupy the former Betty Johnson Interiors space located at the east side of the 200 West Silver Spring Drive site (Mr. Majdoch informed staff that he owned and operated the Halloween seasonal store the first year that it was operated in the City of Glendale in the former Hollywood Video store). Over the past several years Jim Peterson owned and operated Discount Halloween and Halloween Extreme in the same space. The proposed use is a permitted use in the B-1, Sub Area E zoning district with Plan Commission review and approval.

Halloween Express will occupy about 7,000 square feet. Based on the previous occupancy of the 200 West Silver Spring Drive tenant space the site will accommodate the proposed temporary use by Halloween Express. As the date of Halloween approaches access to the site during peak hours may present some challenges.

Proposed hours of operation are 10:00 a.m. to 9:00 p.m. Monday through Saturday, and Sunday 11:00 a.m. to 7:00 p.m. The Applicant anticipates that there will be a total of twenty (20) employees and between two and ten employees working at the site at any given time.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant use and occupancy approval for Jon Majdoch to operate Halloween Express, a seasonal costume specialty shop, in the former Betty Johnson Interiors tenant space, located at 200 West Silver Spring Drive, per the following requirements: 1) Time period for temporary occupancy through Wednesday, November 2, 2016; 2) No outside displays, activities, or distractions of any kind; 3) Property to be regularly policed to maintain a litter-free condition; 4) Signs require a Sign Permit per the Glendale Sign Code; and 5) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and Fire Marshall, respectively.

Jon Majdoch introduced himself as the owner of Halloween and presented the proposed use and occupancy to the Plan Commission.

Motion by Comm. Cohn, seconded by Comm. Lippow, that the Plan Commission grant use and occupancy approval for Jon Majdoch to operate Halloween Express, a seasonal costume specialty shop, in the former Betty Johnson Interiors tenant space, located at 200 West Silver Spring Drive, per the five review conditions. Roll Call: Ayes: Mayor Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

ADJOURNMENT.

Motion by Comm. Lippow, seconded by Comm. Cohn, to adjourn the Plan Commission until 6:00 p.m. on Tuesday, October 4, 2016. Roll Call: Ayes: Mayor Bryan Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Pfauth, and Vukovic. Noes: None. Motion carried unanimously.

Todd M. Stuebe, Director of Community Development

Recorded: Sunday, September 11, 2016