

CITY OF GLENDALE -- PLAN COMMISSION

Tuesday, August 1, 2017

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 Tomika Vukovic, Karn Cronwell, Fred Cohn, Gary Lippow, Josh Wadzinski, and JoAnn Shaw. Absent: None.

Other Officials Present: Rachel Reiss, City Administrator, Todd M. Stuebe, Director of Community Development, and North Shore Fire Department Battalion Chief John Maydak.

In accordance with the Open Meeting Law, the North Shore NOW, the City's official newspaper, was advised on Thursday, July 27, 2017, 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. Cronwell, seconded by Comm. Vukovic, to approve the minutes of the meeting held on Tuesday, July 11, 2017. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cohn, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

MATTERS FOR CONSIDERATION.

- I. Certified Survey Map (CSM), 6956 (Ken Larsen) and 6970 (Mark Johnson) North Rockledge Avenue. Review and approve proposed Certified Survey Map to modify property boundary.

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

Applicants seek approval of a Certified Survey Map to modify the lot line of the two existing parcels located within the River Heights and Graham's River Crest Subdivisions. Essentially, the proposed change will make the two properties rectangular rather than trapezoidal in shape.

The area of the north parcel (6970) decreases from 14,636.40 square Feet to 13,861.20 square feet (115.51' x 120' = 13,861.20 SF), an decrease of about 775 square feet, and the area of the south parcel (6956) increases from 11,884.20 square feet to 12,660 square feet (105.50' x 120' = 12,660 SF), an increase of about 775 square feet. Upon completion of the boundary change both properties are conforming to the minimum width requirement of 100 feet,

CITY OF GLENDALE -- PLAN COMMISSION

which neither property conformed to at the beginning of the process, and neither property is conforming to the minimum area requirement of 15,000 square feet, which is the same situation as at the beginning.

The necessary action by the Plan Commission is a recommendation to the Common Council to approve the Certified Survey Map subject to payment of the \$75.00 administrative fee, making any required legal and/or technical corrections, and payment of City Attorney and/or Engineer CSM review fees.

Mr. Stuebe stated that the necessary action by the Plan Commission is to approve the proposed change to the property lines and recommend that the Common Council approve the Certified Survey Map with the requirements of payment of the \$75.00 administrative fee, making any required legal and/or technical corrections, and payment of City Attorney and/or Engineer CSM review fees.

Mr. Ken Larsen and Mr. Mark Johnson were present but did not present or speak.

Director of Community Development Todd Stuebe said that proposed change to the property boundary changes both properties from a trapezoidal to rectangular geometry, and results in both properties conforming to the minimum width requirement, and as such is acceptable as relates to the Zoning Code. Mr. Larsen's property benefits from having a more typical rear yard space, as presently Mr. Johnson's property includes some of that space.

Motion by Comm. Cronwell, seconded by Comm. Cohn, that the Plan Commission approve the Certified Survey Map document as presented with the proposed property lines as indicated and recommend that the Common Council approve same with requirements of payment of the \$75.00 administrative fee, making any required legal and/or technical corrections, and payment of City Attorney and/or Engineer CSM review fees. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cohn, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

- II. Plan Commission Review, Halloween Express, 200 West Silver Spring Drive. 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, James Purvis (2016 Applicant was 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. Purvis has operated other Halloween Express stores in the metropolitan area. Prior to Mr. Purvis and Mr. Majdoch, 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.

CITY OF GLENDALE -- PLAN COMMISSION

Proposed hours of operation are 9:00 a.m. to 10:00 p.m. daily. The Applicant anticipates that there will be a total of twenty (20) employees and 6 or less 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 James Purvis 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 15, 2017; 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; 5) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and Fire Marshall, respectively. Mr. Stuebe stated that the Halloween costume store has been operating seasonally in Glendale for about the past eight years, since 2010 has been located at the 200 West Silver Spring Drive tenant space and, prior to that was located at the former Hollywood Video store space (now Steinhafel's Mattress) at 429 West Silver Spring Drive, largely without any problems.

James Purvis introduced himself as the person who will operate the Halloween Express this season. Mr. Purvis said that Mr. Majdoch was moving further south this year so he will be operating this store, and has typically operated three stores each year, the previous year in Germantown, West Bend, and Fond du Lac.

Motion by Comm. Shaw, seconded by Comm. Cohn, that the Plan Commission grant use and occupancy approval for James Purvis 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 requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cohn, Lippow, Wadzinski, and Vukovic. Noes: None. Abstain: None. Motion carried unanimously.

ADJOURNMENT.

Motion by Comm. Vukovic, seconded by Comm. Cohn, to adjourn the Plan Commission until 6:00 p.m., Tuesday, September 5, 2017. Roll Call: Ayes: Mayor Bryan Kennedy, Commissioners Shaw, Cronwell, Cohn, Lippow, Wadzinski, and Vukovic. Noes: None. Motion carried unanimously.

Todd M. Stuebe, Director of Community Development

Recorded: Wednesday, August 30, 2017