

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

AGENDA -- PLAN COMMISSION
Tuesday, December 5, 2017
6:00 P.M.

1. Roll Call and Pledge of Allegiance.
2. Adoption of Minutes of Meeting of November 7, 2017.
3. a. Plan Commission Use and Occupancy Review, Cream City Ribbon, 6625-6627 North Sidney Place. Review and approve proposed specialty ribbon supplier use and occupancy.
Eric Crawford, Cream City Ribbon
- b. Plan Commission Review, Multi-Tenant Office Buildings (Kapur), 7665 and 7711 North Port Washington Road, and Lands Located Between the Properties. Review and approve proposed site plan changes to 7665 and 7711 North Port Washington Road, as well as Kapur & Associates use and occupancy within the 7665 North Port Washington Road multi-tenant office building.
Kevin Byrne, Kapur & Associates
- c. Reschedule Regular January Plan Commission meeting to 6:00 p.m. TUESDAY, JANUARY 9, 2018, due to New Year's Day Holiday.

NOTICE: Although this is NOT a meeting of the Glendale Common Council, a majority of Council members may be present. Action or deliberation by the Council will not take place.

-Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.-

CITY OF GLENDALE -- PLAN COMMISSION

Tuesday, November 7, 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, October 2, 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. Cohn, seconded by Comm. Cronwell, to approve the minutes of the meeting held on Tuesday, October 03, 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. Plan Commission Use and Occupancy Review, 9Round Kickbox Fitness Center (Kickbox Fitness North Shore LLC), 6969 North Port Washington Road (former US Cellular Tenant Space at Glendale Market Multi-Tenant). Review and approve proposed kickboxing health and recreation use and occupancy.

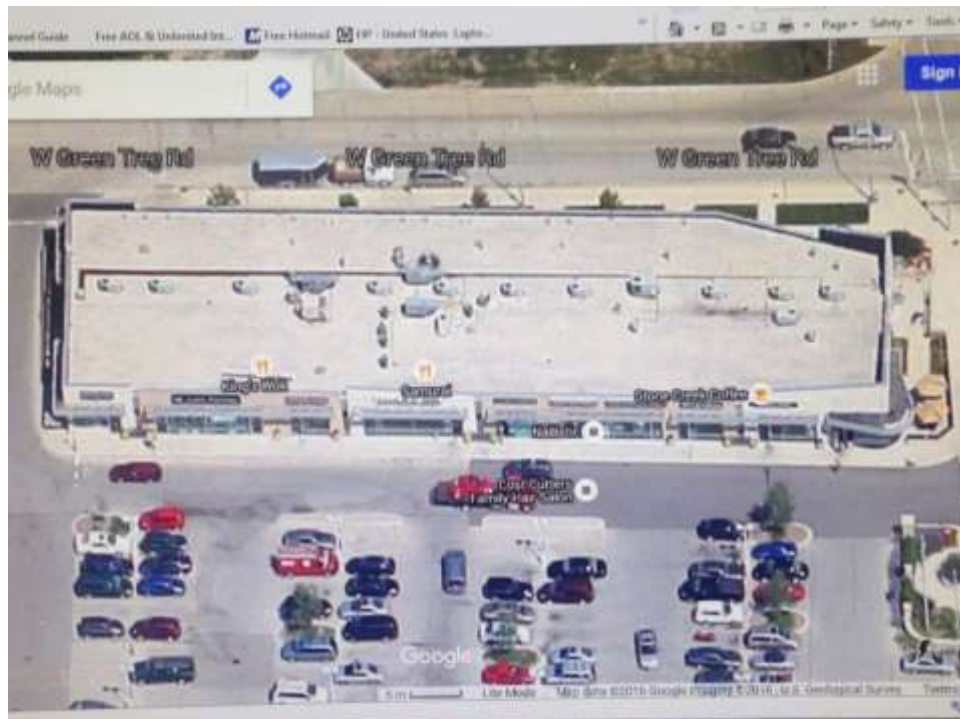
CITY OF GLENDALE -- PLAN COMMISSION

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

9Round Kickbox Fitness Center seeks Plan Commission approval to use and occupy the former US Cellular tenant space located at 6969 North Port Washington Road (Glendale Market). The site is zoned PD-Planned Unit Development District and the proposed use and occupancy requires Plan Commission review and approval.

The tenant space is about 1,640 square feet. Proposed business hours are Monday through Friday, 6:00 a.m. to 8:00 p.m. and Saturdays from 8:00 a.m. to noon. There will be between one and four employees with not more than two typically working in the 6969 North Port Washington Road tenant space. There will be 10 to 15 clients in the facility.

Photograph. 6969 North Port Washington Road (View to North).



Community Development Director Stuebe stated that staff recommends that the Plan Commission grant use and occupancy approval for 9Round Kickbox Fitness Center , a kickboxing fitness training facility, to operate within the tenant space located at 6969 North Port Washington Road (Glendale Market), with six requirements: 1) Fitness training activities are not permitted elsewhere on the 6969 North Port Washington Road premises; 2) Signage Permits per the existing Glendale Market Planned Sign Program (PSP) and the Glendale Sign Code; 3) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary, subject to approved landscape plans, pursuant to tenant/owner lease responsibilities; 4) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and the North Shore Fire Department; 5) Written certification by owner of compliance with State of Wisconsin requirements for physically disabled parking prior to issuance of Occupancy Permit; and, 6) Remit \$300 fee for Plan Commission Review and \$105 fee for Occupancy Permit.

Ryan Thomson introduced himself as representing 9Round Kickbox Fitness Center and that they are currently located within the Village of Whitefish Bay, and that they have outgrown the space and are seeking a North Shore location that will draw more clients from all sides, continuing saying that he thinks this will be a better location. Mr. Thomson said that the tenant space will be 700 square feet bigger than the current location which is about 1,000 square feet, and added that their Grafton facility is about 1,400 square feet. Mr. Thomson said that as for class size there concept is an open gym open from 3:00 p.m. to 8:00 p.m., to offer schedule flexibility, and that there are typically between one and 12 persons there and never more than 18 as it gets a bit crowded and they have to double up, and occupancy will be limited to the allowed occupancy for the tenant space. Mr. Thomson shared that the current tenant space is located at 218 West Silver Spring Drive and that they have been there for five years. Mr. Thomson explained that they will be taking down the dividing wall in the former U.S. Cellular tenant space and will soundproof the space, install tile, and paint, and added that their bags will be bolted to an “L” shaped bracket that will absorb any vibration, and continued to clarify that the exhibit is a prototype exhibit and that there is an existing restroom in the rear of the existing tenant space. Mr. Thomson said that they do not have tournaments or competitions such as martial arts have, although they do have an annual anniversary party and participate in Kick for Cancer.

Motion by Comm. Cohn, seconded by Comm. Cronwell, that the Plan Commission grant use and occupancy approval for 9Round Kickbox Fitness Center , a kickboxing fitness training facility, to operate within the tenant space located at 6969 North Port Washington Road (Glendale Market), per the six requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic,

Cronwell, Cohn, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

- II. Plan Commission Use and Occupancy Review, Pizza Studio, 6969 North Port Washington Road (former Cartridge World Tenant Space at Glendale Market Multi-Tenant). Review and approve proposed specialty pizza palace 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:

Pizza Studio seeks Plan Commission approval to use and occupy the former Cartridge World tenant space located at 6969 North Port Washington Road (Glendale Market). The site is zoned PD-Planned Unit Development District and the proposed use and occupancy requires Plan Commission review and approval.

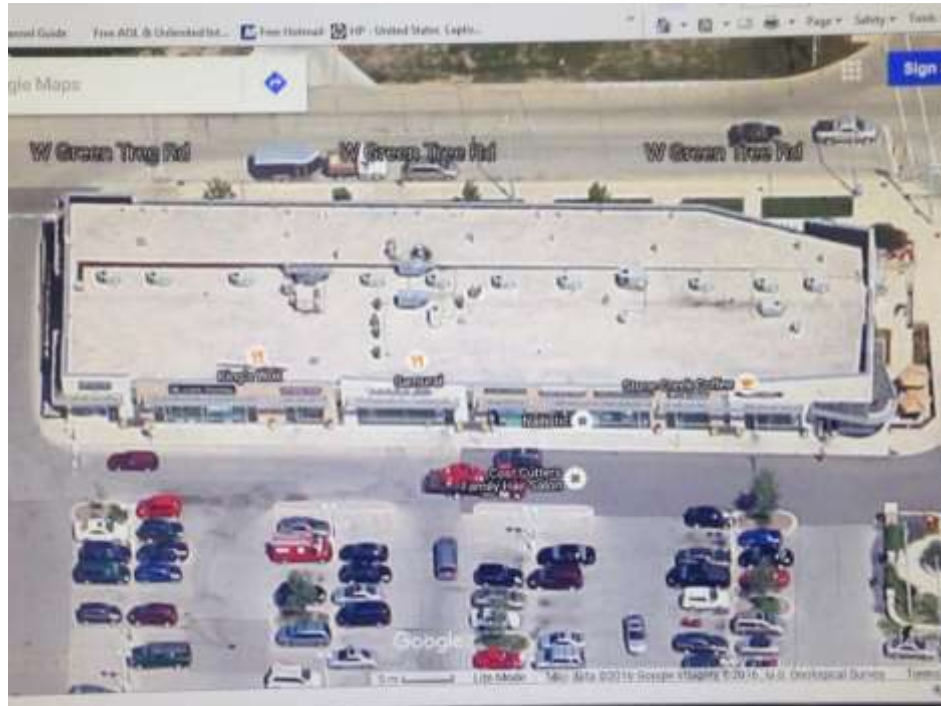
The tenant space is about 1,537 square feet. Proposed business hours are Sunday through Thursday, 11:00 a.m. to 9:00 p.m., and Friday and Saturday 11:00 a.m. to 10:00 p.m. Applicant has now indicated that they want to serve beer and wine within the store in bottles.

The number of employees working at the 6969 North Port Washington Road restaurant will vary based on business patronage patterns, however, the owner predicts from four to eight working within the pizzeria. Pizza will not be delivered by employees; pizza delivery will be delivered via a service called Uber Eats with which Pizza Studio contracts nationally.

Pizza Studio will have seating for 40 or 42 persons at 10 tables including one eight seat table (could serve ten patrons), six four seat tables, and four two-seat tables. Parking should generally be adequate at most times, however, the number of restaurants located at Glendale Market is the highest that it has been since opening (with Studio Pizza joining Stone Creek Coffee, Jimmy John's, Samurai Sushi Hibachi Restaurant, King's Wok, Dickey's Barbecue, and Dr. Dawg). Pizza Studio contemplates space for several tables along the store windows in front of and west of the store.

Pizza Studio plans to complete construction January, 2018, with the pizza restaurant opening by February/March, 2018.

Photograph. 6969 North Port Washington Road (View to North).



Community Development Director Stuebe stated that staff recommends that the Plan Commission grant use and occupancy approval for Pizza Studio, a pizza palace, to operate within the tenant space located at 6969 North Port Washington Road (Glendale Market), with the following requirements: 1) Beer and wine shall only be served in open containers to be consumed only within the restaurant inside the building; 2) Obtain Common Council approval for a liquor license to serve beer and wine; 3) Signage Permits per the existing Glendale Market Planned Sign Program (PSP) and the Glendale Sign Code; 4) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary, subject to approved landscape plans, pursuant to tenant/owner lease responsibilities; 5) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and the North Shore Fire Department; 6) Written certification by owner of compliance with State of Wisconsin requirements for physically disabled parking prior to issuance of Occupancy Permit; and, 7) Pizza Studio come back to the Plan Commission with specific plans for any outside seating.

Aaron Hurvitz introduced himself as representing Pizza Studio, a fast casual pizzeria similar to Blaze with a different crust and oven, continuing that Studio Pizza originated in Los Angeles and sprouted to Minnesota, and now the first franchise in Wisconsin, and that he plans a February, 2018, soft opening and grand opening in March. Mr. Hurvitz said that Studio Pizza would like to have outside seating and that property owner General Capital Group is agreeable as long as pedestrian flow is maintained, and that Pizza Studio was thinking two two seat tables along the south side and perhaps another two two seat tables along the west side. Mr. Hurvitz said that they would not be able to access the west tables from the back door as they use the back door for deliveries from the kitchen area, and would have to access the tables via the front entrance.

Comm. Cronwell inquired about acting on this given there was not a specific plan for the outside seating.

Comm. Lippow said that he has concerns about the west side tight space, while he likes the idea there is limited physical space, and could not envision more than a couple of tables.

North Shore Fire Department Battalion Chief John Maydak stated that he was unsure about the space layouts, and noted that the occupancy will be limited to 49 or less.

The Plan Commission agreed that Pizza Studio must come back with the specifics of patio seating.

Motion by Comm. Cohn, seconded by Comm. Cronwell, that the Plan Commission grant use and occupancy approval for Pizza Studio, a pizza palace, to operate within the tenant space located at 6969 North Port Washington Road (Glendale Market), per the seven requirements, which includes the requirement that Pizza Studio come back to the Plan Commission for outside seating. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cohn, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

III. Planned Sign Program, Riverwoods Medical Office (Irgens), 377 West River Woods Parkway. Review and approve proposed Planned Sign Program (PSP).

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

A Planned Sign Program (PSP) is proposed for the Riverwoods Medical Office Building, a multiple tenant medical office building with three or more tenants. The purpose of the PSP is to establish a set of guidelines and criteria for all signs in such a development.

CITY OF GLENDALE -- PLAN COMMISSION

The 375 and 377 West River Woods Parkway properties already participate in a Planned Sign Program with Columbia St. Mary's for way finding related to the Columbia St. Mary's Medical Campus facilities and the attached Irgens Medical Office Building.

Aerial Photograph. 375/377 West River Woods Parkway.



Based on the intent of the PSP, Staff recommends that the Plan Commission grant PSP status for the proposed tenant signage at the 377 West River Woods Parkway multi-tenant office building per the submitted exhibits.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant PSP status for the proposed tenant signage at the 377 West River Woods Parkway multi-tenant office building per the submitted exhibits.

Karin Boerger introduced herself as representing building owner Irgens, and briefly explained that only six months ago 41 percent of the building was occupied and now they have increased occupancy to 75 percent now, and then described the requested signage program as two signs at the placements indicated on the exhibits, the first of which will be for Fresenius, a tenant taking about

10,000 square feet, along the top of the west side of the building, and that the second sign will be for another significant future tenant.

Mayor Kennedy asked if what is proposed satisfies the requirements for a Planned Sign Program.

Comm. Cronwell asked how many tenants they have now.

Ms. Boerger stated that there are eight occupancies with three vacancies.

Comm. Shaw asked what about the other tenants.

Ms. Boergers said that they will not have exterior signage and will be named on the directory signage, with the approved signage available to the two primary tenants.

Director of Community Development Stuebe stated that multi-tenant office buildings with three or more tenants are permitted to have an approved Planned Sign Program with signage for approved tenants with separate exterior entrances, of which there are two.

Motion by Comm. Cohn, seconded by Comm. Lippow, that the Plan Commission grant PSP status for the proposed tenant signage at the 377 West River Woods Parkway multi-tenant office building per the submitted approved exhibits. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cohn, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

ADJOURNMENT.

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

Todd M. Stuebe, Director of Community Development

Recorded: Thursday, November 22, 2017

NOTE:

Meeting is 6:00 PM Tuesday

City of Glendale Plan Commission

6:00 P.M., Tuesday, December 05, 2017

- Plan Commission Report -



Staff Report to the Plan Commission
Meeting of Tuesday, December 5, 2017

- 3a. **Plan Commission Use and Occupancy Review, Cream City Ribbon, 6625-6627 North Sidney Place.** Review and approve proposed specialty ribbon supplier use and occupancy.

Cream City Ribbon, a ribbon manufacturer/supplier, seeks Plan Commission use and occupancy approval to occupy a 5,191 square-foot tenant space located at 6625-6627 North Sydney Place. The property is zoned M-1 Warehouse, Light Manufacturing, Office, and Service District and the proposed use and occupancy requires Plan Commission review and approval.

Aerial Photograph. 6625-6627 North Sidney place Environs.



Staff Report to the Plan Commission

Meeting of Tuesday, December 5, 2017

Business hours are Monday through Friday from 6:00 a.m. to 6:00 p.m. The business has increased business activity from the end of summer until the Christmas holiday. Cream City anticipates six employees. Parking should not be a problem.

Staff Recommendation: Staff recommends that the Plan Commission grant use and occupancy approval for Cream City Ribbon to use and occupy the tenant with the following requirements:

- 1) Signs are required to conform with the Glendale Sign Code;
- 2) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary pursuant to tenant/owner lease responsibilities;
- 3) Dumpster enclosure(s) in compliance with 13.1.144 of the Zoning Code;
- 4) All City of Glendale zoning, building, and fire codes being carried out to the satisfaction of the Building Inspector and the North Shore Fire Department;
- 5) Written certification by owner of compliance with State of Wisconsin requirements for physically disabled parking prior to issuance of Occupancy Permit.

3b. Plan Commission Review, Multi-Tenant Office Buildings (Kapur), 7665 and 7711 North Port Washington Road, and Lands Located Between the Properties. Review and approve proposed site plan changes to 7665 and 7711 North Port Washington Road, as well as Kapur & Associates use and occupancy within the 7665 North Port Washington Road multi-tenant office building.

Kapur & Associates seeks Plan Commission approval to make several site plan changes to 7665 and 7711 North Port Washington Road, and also seeks use and occupancy approval for the Kapur & Associates to begin to occupy about 1,700 square feet within the west side of the second floor within the 7665 North Port Washington multi-tenant building. Kapur & Associates headquarters building is located at 7711 North Port Washington Road, which it has occupied and increased its presence starting in the early 1980's. The

Staff Report to the Plan Commission
Meeting of Tuesday, December 5, 2017

site is zoned B-1, H1 District and the proposed site changes and use and occupancy requires Plan Commission review and approval.

Kapur & Associates will occupy about one-half of the second floor of the 10,275 square-foot (3,435 SF x 3 floors = 10,275 SF) three-story multi-tenant office building. Routine business hours would be 8:00 a.m. to 5:30 p.m. Monday through Friday. Kapur expects as many as 45 employees will work in the 7665 North Port Washington Road building distributed amongst all of the occupancies.

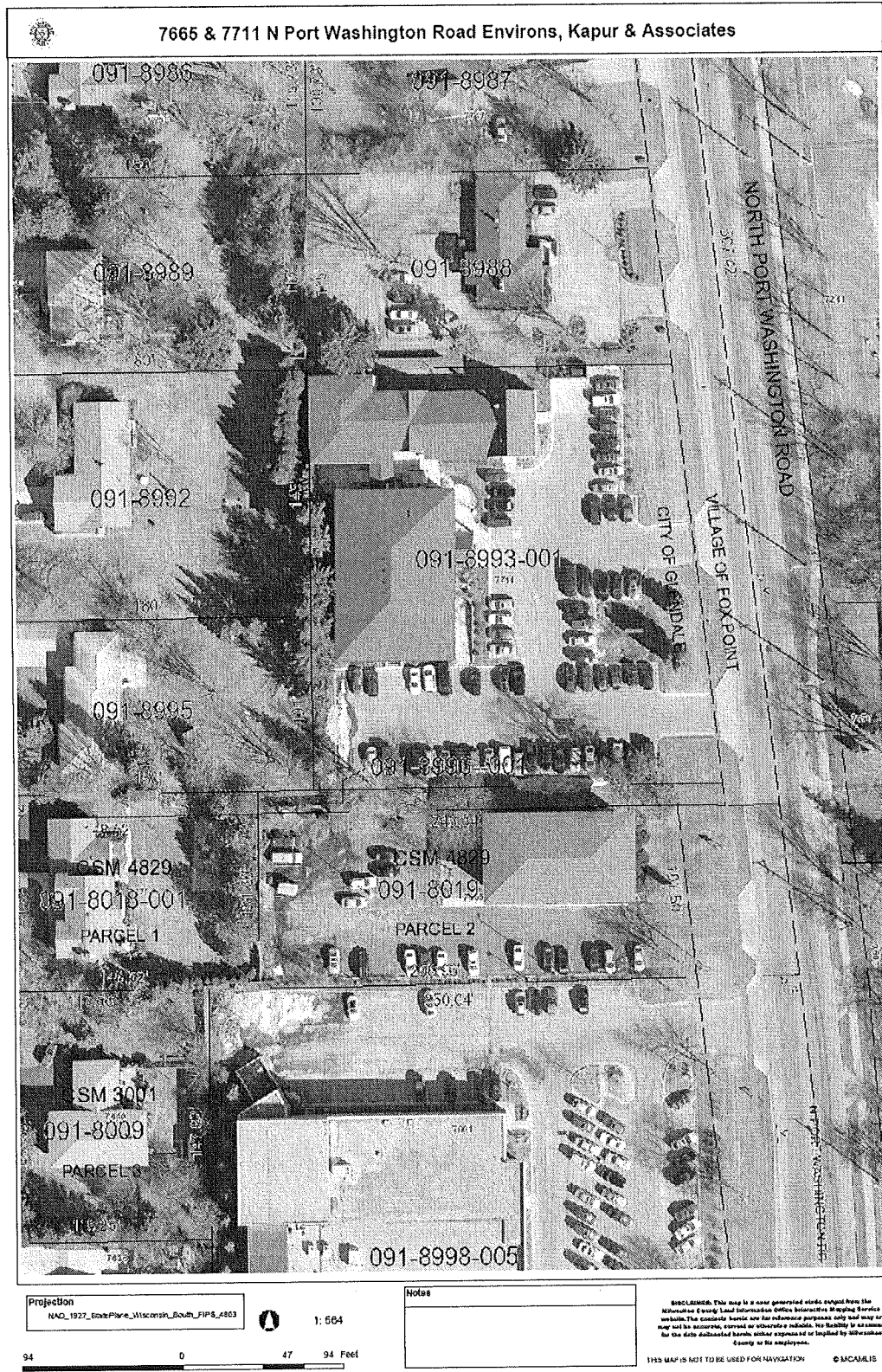
The proposed site plan changes include modifying the 7665 North Port Washington Road parking lot to increase the available number of parking to 50 stalls. Some of the proposed parking spaces are partially located on a separate parcel located between the 7665 and 7711 premises. The land located between the 7665 and 7711 North Port Washington Road properties is owned by Kapur (RCK, LP) and the two south properties should be assembled with a Certified Survey Map (CSM). The two ADA parking spaces will be moved more proximate to the front property line and North Port Washington Road. The proposed increase in the number of parking spaces requires the removal of several existing trees and some plantings should be installed to block the view from North Port Washington Road.

A fence is proposed along the west side of the 7711 North Port Washington Road. The fence should be installed up to the property line rather than one foot or 12-inches from the property line. That is the only proposed change to the 7711 premises. A fence was recently installed along the west side of the 7665 North Port Washington Road to replace an existing fence that had deteriorated. A shed was also installed on the 7665 North Port Washington Road premises replacing an existing shed there. Even with the proposed site changes available parking spaces will be extremely limited. Staff suggested that Kapur explore with neighbor businesses whether parking spaces might be shared if it becomes necessary.

The increase in paved surface will result in a nominal increase in stormwater runoff from the 7665 premises which Kapur needs to evaluate and demonstrate that does not trigger stormwater management regulation practices such as storage (retention/detention) and water quality, and that there will not be any negative impacts downstream as a result of stormwater runoff.

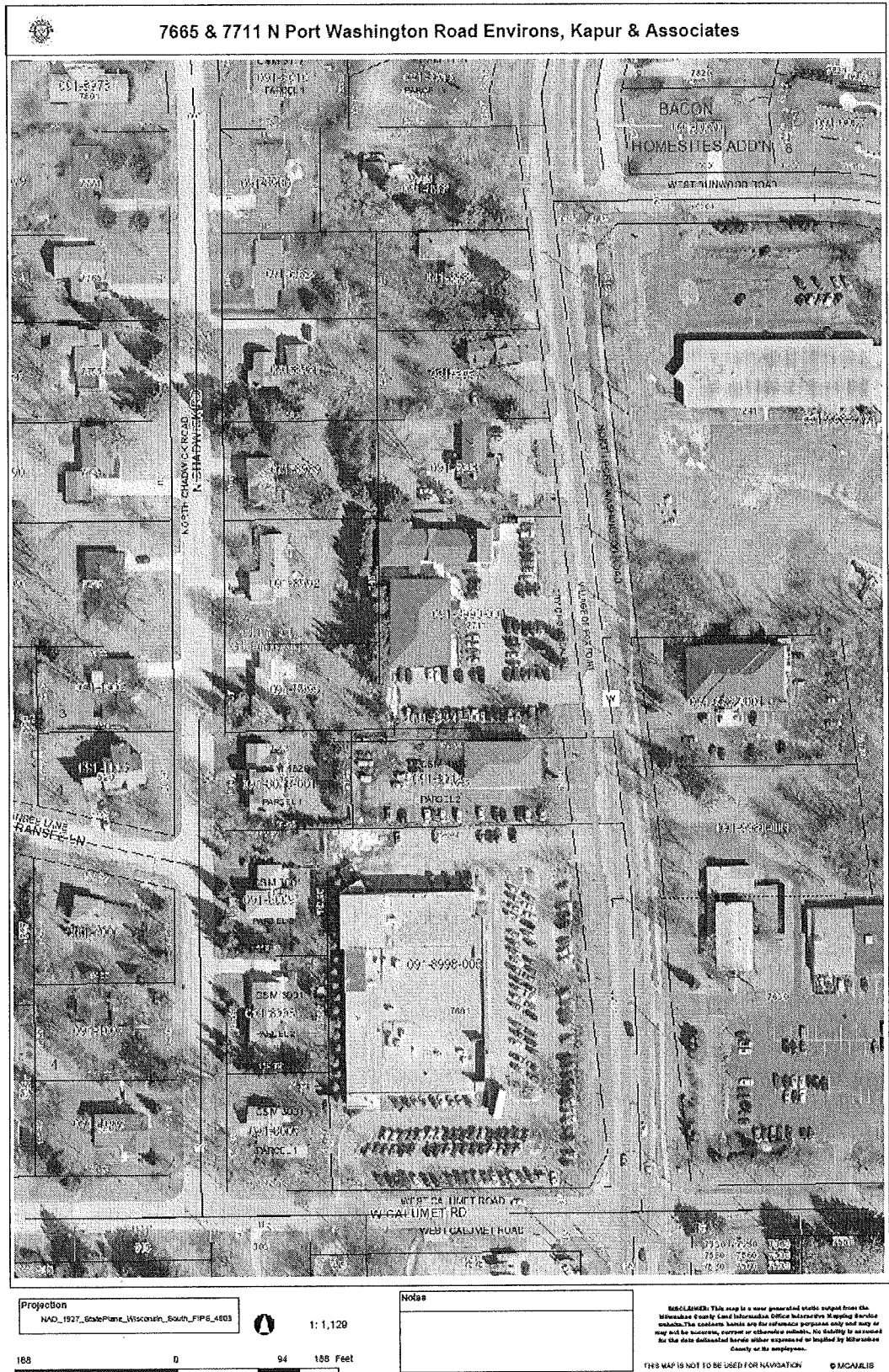
Staff Report to the Plan Commission
Meeting of Tuesday, December 5, 2017

Aerial Photograph. 7665 and 7711 North Port Washington Road.



Staff Report to the Plan Commission
Meeting of Tuesday, December 5, 2017

Aerial Photograph. 7665 and 7711 North Port Washington Road.



Staff Report to the Plan Commission

Meeting of Tuesday, December 5, 2017

Staff recommends that the Plan Commission grant approval of the proposed site plan changes to 7665 and 7711 North Port Washington Road, and grant use and occupancy approval for Kapur & Associates to use and occupy the tenant space within the 7665 North Port Washington Road premises, with the following requirements:

- 1) Complete a Certified Survey Map (CSM) that assembles the 7665 North Port Washington Road with the lands adjacent to the north that includes part of the proposed parking spaces;
- 2) Obtain all required City Building Permits for work completed (fence and shed installed at 7665 North Port Washington Road), and to-be-completed work;
- 3) Complete drainage and stormwater runoff analyses to determine and demonstrate to the satisfaction of the City whether or not stormwater management permit requirements are triggered, that there is drainage capacity downstream, and that any increase in runoff can be accommodated by existing drainage paths;
- 4) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary, subject to approved landscape plans, pursuant to tenant/owner lease responsibilities, and per this grant of approval;
- 5) Dumpster enclosure(s) in compliance with 13.1.144 of the Zoning Code;
- 6) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and the North Shore Fire Department;
- 7) Written certification by owner of compliance with State of Wisconsin requirements for physically disabled parking prior to issuance of Occupancy Permit.

3c. Reschedule Regular January Plan Commission meeting to 6:00 p.m. TUESDAY, JANUARY 9, 2018, due to New Year's Day and Holidays.

The required action is for the Plan Commission to reschedule the regular April Plan Commission meeting to 6:00 p.m. TUESDAY, JANUARY 9, 2018.



6619-6637 N Sidney Place

3a.



Projection
NAD_1983_StatePlane_Wisconsin_South_FIPS_4803



1:1,129

Notes

DISCLAIMER: This map is a user generated static output from the Milwaukee County Land Information Office Interactive Mapping Service website. The contents herein are for reference purposes only and may or may not be accurate, current or otherwise reliable. No liability is assumed for the data delineated herein either expressed or implied by Milwaukee County or its employees.

THIS MAP IS NOT TO BE USED FOR NAVIGATION © MCAMLIS

188 0 94 188 Feet



CITY OF GLENDALE
COMMUNITY DEVELOPMENT DEPARTMENT
5909 NORTH MILWAUKEE RIVER PARKWAY
GLENDALE, WISCONSIN 53209-3815
PHONE: (414) 228-1704 or (414) 228-1744
FAX: (414) 228-1725
WWW.GLENDALE-WI.ORG

PLAN COMMISSION REVIEW APPLICATION

APPLICANT INFORMATION

Name of Applicant: CREAM CITY RIBBON, LLC
Legal Name of Business: SAME
Name of Business Owner (if different from Applicant): ERIC CRAWFORD
Applicant Address (City, State, and Zip Code): 430 W. ULSTER ST

Office Phone Number: 414.277.1221 Cell: 414.687.7000 Fax: 414.276.4041
Applicant E-Mail: ERIC@CREAMCITYRIBBON.COM
Applicant Signature: [Signature] Date: 11/13/2017

PROPERTY INFORMATION

Property Address: 6625/6627 N. STONEY PLACE Tax Key Number: _____ Zoning District: _____
Property Owner (if different from Applicant): HAKAPULT PROPERTIES
Property Owner Address (City, State, and Zip Code): PO BOX 1690 PARADISE
BROOKFIELD WI 53008 11801 W. SILVER SPRAY
Property Owner Phone: 414.517.5141 Cell: _____ Fax: MKE 53225
Property Owner E-Mail: HP5WIS@GMAIL.COM 262-717-5151
Property Owner Signature: _____ Date: BRIAN PARROTT
Broker

PROPOSAL INFORMATION

Name of Business and Type of Business/Use (Please be specific): WE OCCUPY ALL
RIBBON MANUFACTURER OF 6625 & REAR
HALF OF 6627
Total Building Area: 5191 To Be Occupied Area: _____
Lot Size: Depth: 117 Width: 56 Area: 5191
Previous Occupant in To Be Occupied Space: PRINTER
Other Uses of This Site: _____
Total Number of Parking Spaces: _____ Parking Spaces Available to Tenancy: _____
Business Hours (Days and Hours of Operation): 6 AM - 6 PM PLUS/MINUS there is
a high
season
from
summer to
before
XMAS.
Total Number of Employees: 6 Maximum Number of Employees at Site at One Time: 6
Primary Contact Person for This Project: ERIC CRAWFORD
Primary Contact Phone: _____ Cell: _____ Fax: _____
Primary Contact E-Mail: ABOVE

CITY OF GLENDALE USE ONLY

Date of Application: _____ Time: _____ Received by with date: _____ Tentative Hearing Date: _____
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1. Name of Business, Address

Cream City Ribbon, LLC
430 W. Vliet Street
Milwaukee, WI 53212

2. Name of Owner, Address

Eric Crawford, owner since 2012
4032 N. Farwell Avenue
Shorewood, WI 53211

3. Name of Applicant (if different from owner)

4. Legal Description of Property

6625-6627 N, Sidney Place
Glendale, WI 53217

5. Tax-Key

6. Zoning of Property

13.1.39 M-1 WAREHOUSE, LIGHT MANUFACTURING, OFFICE AND SERVICE DISTRICT

7. Lot Size (Depth, Width, Area)

8. Dimensions and all levels (floors) of buildings

We would rent all of 6625 N. Sidney (117 x 28) and rear half of 6627 N. Sidney (58 x 28)

9. Total Floor Area

Approx. 5191 SF

10. Specific uses of the entire property and buildings

Craft gift wrapping and retail packaging ribbon. Light artisan manufacturing.

11. Minimum and maximum numbers of employees

Six

12. Days of Operation

Mostly Monday - Friday, plus some weekend hours during our summer peak. We slowdown about a week before Christmas for a month each year!

13. Hours of Operation

Mostly 7am-8pm, plus/minus, plus some weekend hours during our summer peak.

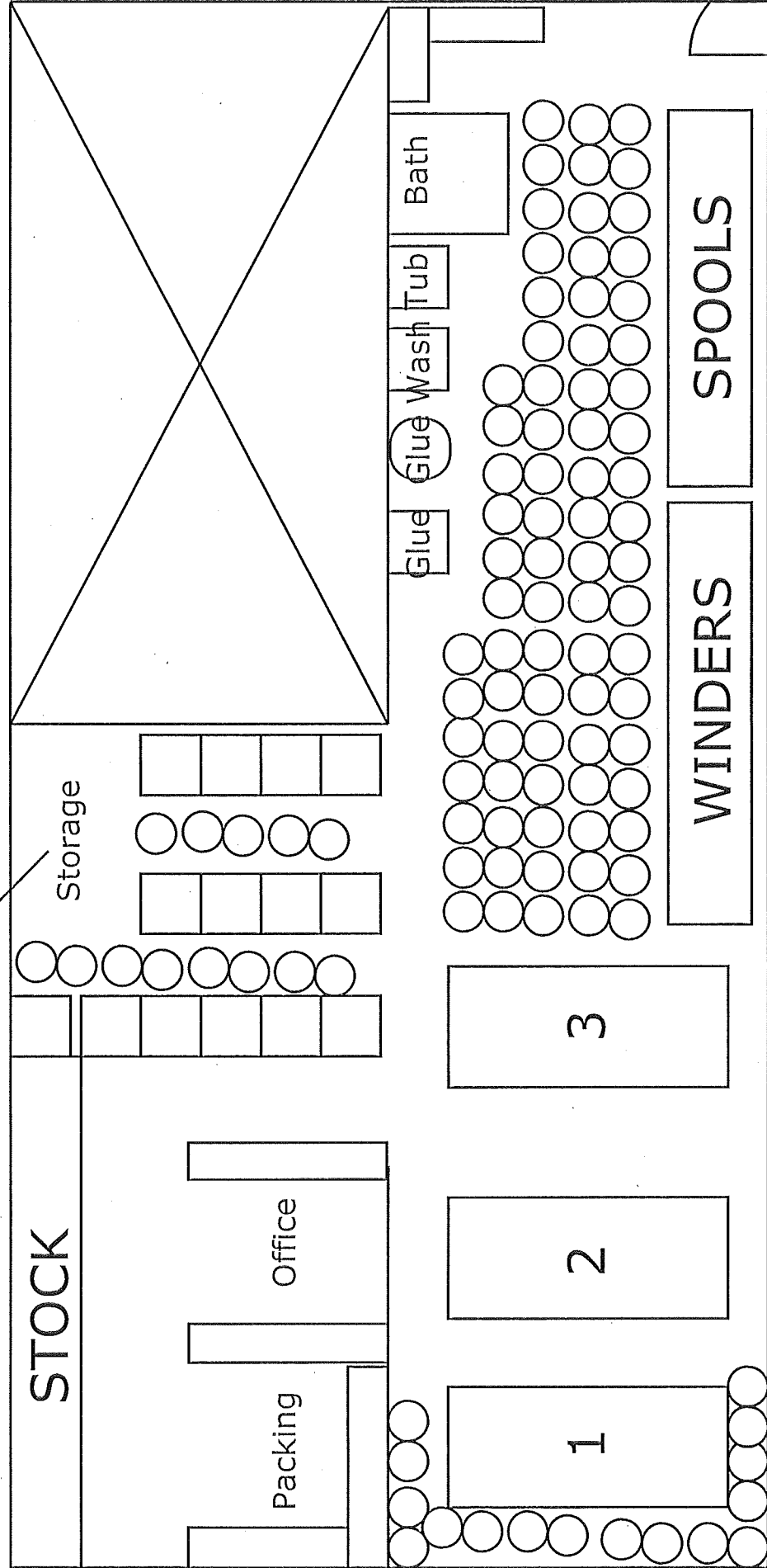
14. Signage (Type, Lighted?, Wall, Free-Standing, Monuments, Size, Location, etc)

None.

15. What Conditions has the State or County imposed upon your use of the property

None.

Racking?



[illegible]

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CITY OF GLENDALE
COMMUNITY DEVELOPMENT DEPARTMENT
5909 NORTH MILWAUKEE RIVER PARKWAY
GLENDALE, WISCONSIN 53209-3815
PHONE: (414) 228-1704 or (414) 228-1744
FAX: (414) 228-1725
WWW.GLENDALE-WI.ORG

PLAN COMMISSION REVIEW APPLICATION

Application Fee: \$300

APPLICANT INFORMATION

Name of Applicant: RCK, Ltd.
Legal Name of Business: RCK, Ltd.
Name of Business Owner (if different from Applicant): Ramesh Kapur
Applicant Address (City, State, and Zip Code): 7665 N. Port Washington Rd.

Office Phone Number: 414-751-7200 Cell: _____ Fax: 414-714-0233
Applicant E-Mail: Kapur@Kapurinc.com
Applicant Signature: [Signature] Date: 11/1/17

PROPERTY INFORMATION

Property Address: 7665 N. Port Washington Rd. Tax Key Number: _____ Zoning District: _____
Property Owner (if different from Applicant): SAME
Property Owner Address (City, State, and Zip Code): _____

Property Owner Phone: _____ Cell: _____ Fax: _____
Property Owner E-Mail: _____
Property Owner Signature: _____ Date: _____

PROPOSAL INFORMATION

Name of Business and Type of Business/Use (Please be specific): Lending hands healthcare, Miracle home health care, Kapur, Thunderbird Engineering
Total Building Area: 3,425 x 3 To Be Occupied Area: 3,425 x 3
Lot Size: Depth: 100 400 Width: 100 Area: 25650
Previous Occupant in To Be Occupied Space: SAME
Other Uses of This Site: BUSINESS
Total Number of Parking Spaces: 50 Parking Spaces Available to Tenancy: 50
Business Hours (Days and Hours of Operation): 8-5
Total Number of Employees: 45 Maximum Number of Employees at Site at One Time: 45
Primary Contact Person for This Project: Kevin Byrne
Primary Contact Phone: 414-751-7247 Cell: _____ Fax: 414-714-0233
Primary Contact E-Mail: Kbyrne@Kapurinc.com

CITY OF GLENDALE USE ONLY

Application Fee: 300 Date of Application: 11/6 Time: _____ Received by with date: _____ Tentative Hearing Date: 12/5/2017
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Rec'd 11/6/2017

COMMERCIAL OCCUPANCY APPLICATION

CITY OF GLENDALE
DEPARTMENT OF BUILDING INSPECTION
5909 N. Milwaukee River Parkway
Glendale, WI 53209-3815
Phone: 414.228.1708 Fax: 414.228.1725
Email: inspections@glendale-wi.gov

For Office Use Only

Certificate #: _____
Date Entered: _____
Occupancy Class: _____
Zoning Approval Date: _____
Insp. Approval Date: _____
NSFD Approval Date: _____

(PLEASE PRINT CLEARLY)

☐ Permanent ☐ Conditional ☐ Temporary - Expires: _____

Date of Application: 10.27.2017

Business Address: 7665 N. Port Washington Rd. Suite #: 202 Glendale, WI Zip: 53217

Trade or Business Name: Kapur & Associates, Inc.
(Name for which the business will be commonly known)

Legal Name of Business: Kapur & Associates, Inc.
(As registered with the State of Wisconsin)

Bus. Phone: (414) 751-7200 Bus. Fax: (414) 716-0233 Bus. Email: Kapur@Kapurinc.com

Type of Business: Consulting Engineers Scope of Business: Engineering Services
(Example: Retail, Office, Restaurant, etc.) (Type of goods sold, manufactured, services provided, etc.)

Area of Building to be Occupied: 2nd Floor, West side Approx. Sq. Ft.: 1,700
(Example: Second floor office area incl. basement storage)

Anticipated work or alterations to be performed: _____

Owner/Registered Agent Name: Ramesh Kapur Phone No: (414) 751-7200

Owner/Registered Agent Email: Kapur@Kapurinc.com

Permanent Mailing Address: 7711 N. Port Washington Road Zip: 53217

Contact Person Name (if other than owner): Kevin Byrne Phone: (414) 751-7247

Building Owner: RCK, Ltd. Change in ownership of building? Yes _____ No X

Building Owner's Address: 7711 N. Port Washington Road Zip: 53217

Building Owner's Phone: Home: () - Office: (414) 751-7200 Cell: () -

Certificate of Occupancy will be provided to Occupant. Occupant is responsible for providing copies to building owner/management.

Applicant's Name (Print clearly): KEVIN BYRNE

Applicant's Signature: Kevin Byrne Date: 11/1/17

ACKNOWLEDGEMENT: By signing above, applicant acknowledges that they have read and understand the form submittal requirements, inspection requirements, and processes outlined on the reverse side of this form and further understand that it is their **SOLE RESPONSIBILITY** to submit all necessary documents and forms to the appropriate governmental entity.

Glendale Occupancy Permit Fee

Base Fee.....\$75.00
Administration Fee.....\$30.00
TOTAL FEE.....\$105.00

Glendale Use Only

Date Received: 11/02/2017
Amount: \$105.00
Payment Type: CA/CH/CC/RCPT
Check/Receipt #: 1933
Received By: _____

THIS IS NOT AN OCCUPANCY PERMIT

Occupancy may **ONLY** take place once approval has been granted by the City of Glendale and a valid Certificate of Occupancy has been issued.

*Per City of Glendale Ordinance 5.3.1(c)(2), a permit application for Occupancy Inspection must be submitted to the North Shore Fire Department (NSFD) for occupancy of all residential buildings containing 3 or more housing units, public buildings, places of employment and special events in the City. For questions, call NSFD at (414) 357-0113 x1511 or x1101. Separate payments must be made to the City of Glendale and the North Shore Fire Department.

CONTINUED ON REVERSE SIDE

Rev: 07/17

PROJECT:
PARKING LOT EXPANSION

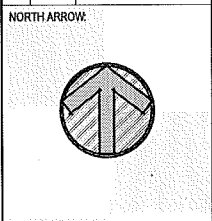
LOCATION:
**7665 N. PORT WASHINGTON RD.
MILWAUKEE, WI 53217**

CLIENT:

RELEASE:
BID SET

REVISIONS:

#	DATE	DESCRIPTION



SCALE: 1" = 10'

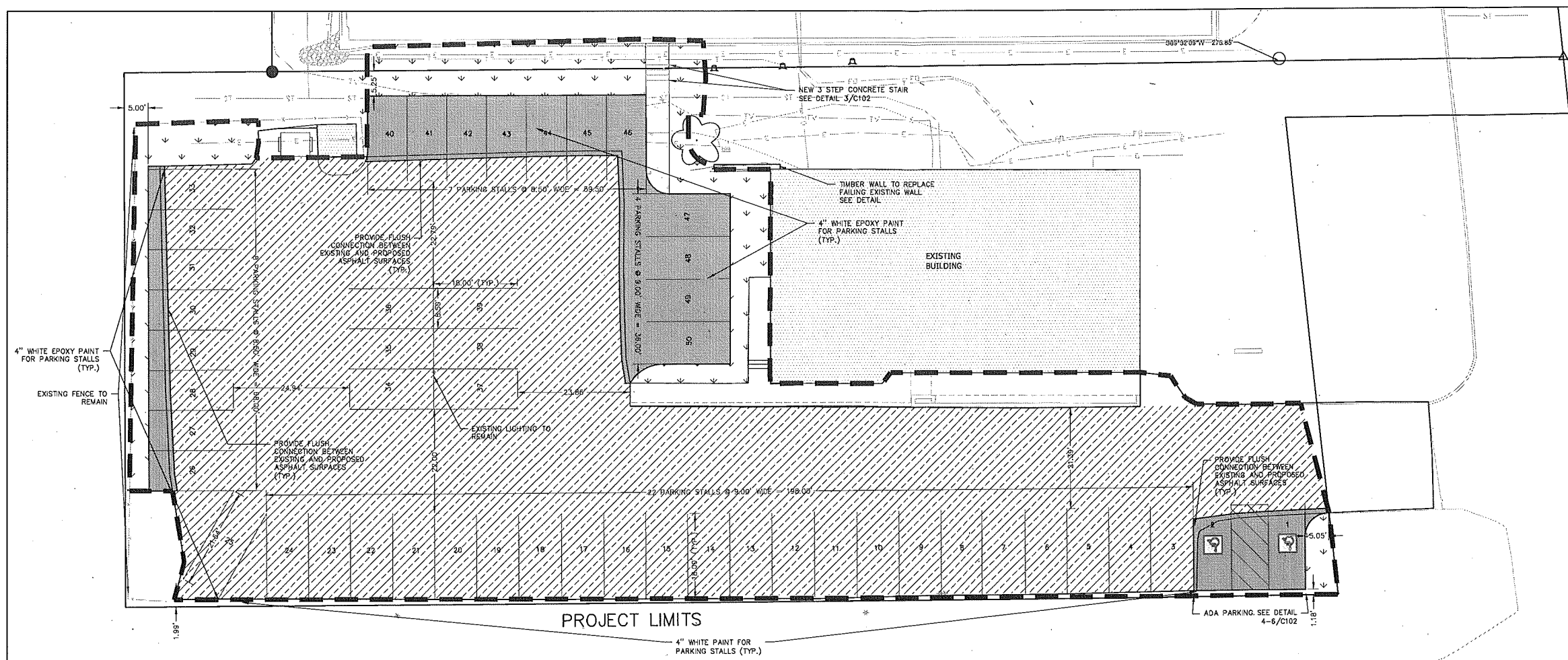
SEAL:

DATE: 10/03/2017

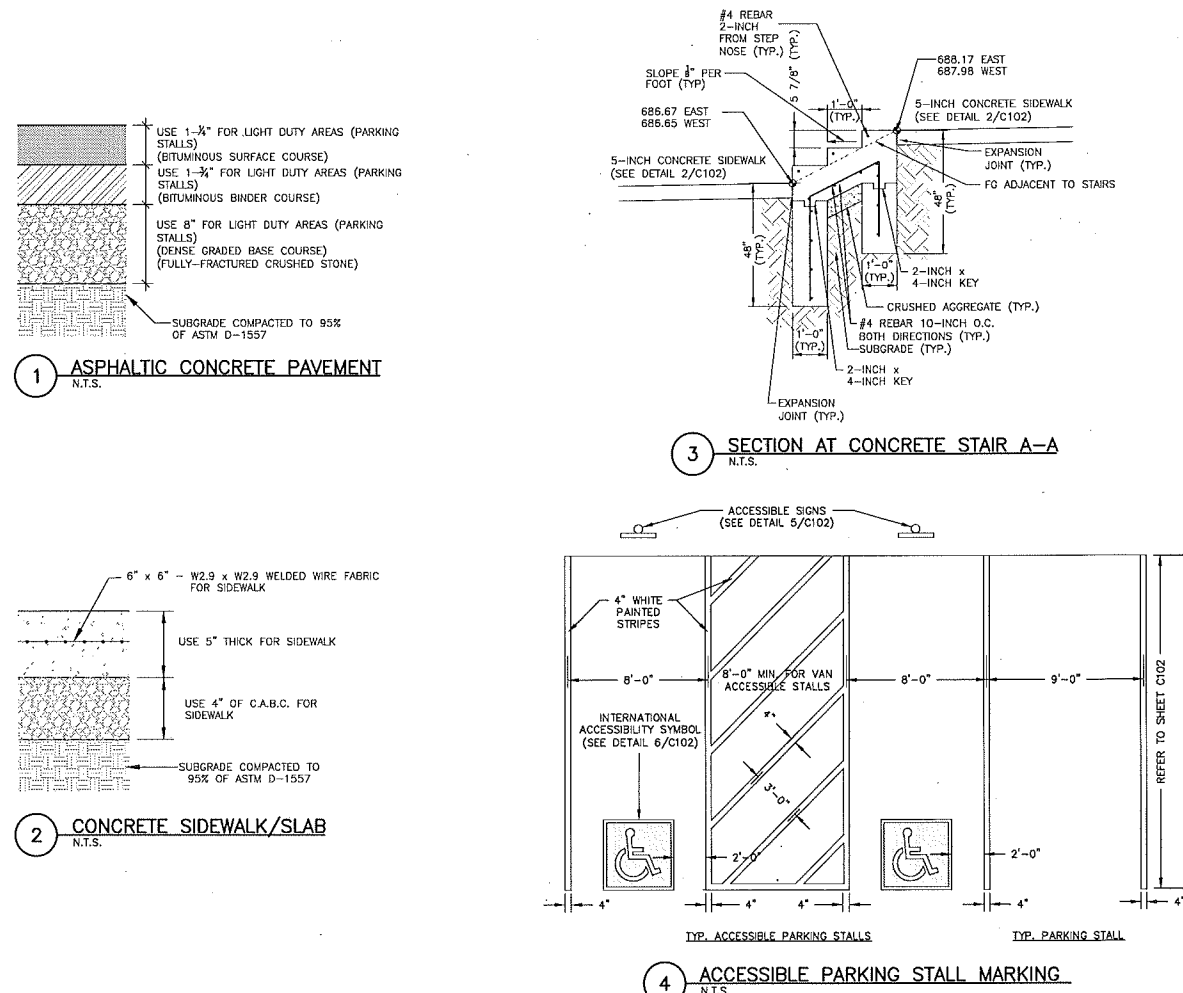
SHEET:
SITE PLAN

PROJECT MANAGER: TP
PROJECT NUMBER: 170912.01
DATE: 10/03/2017

SHEET NUMBER:
C102



SITE DETAILS



DIGGERS HOTLINE
Toll Free (800) 242-8811
Milwaukee Area (414) 258-1181
Hearing Impaired TDD (800) 842-2288
www.DiggersHotline.com

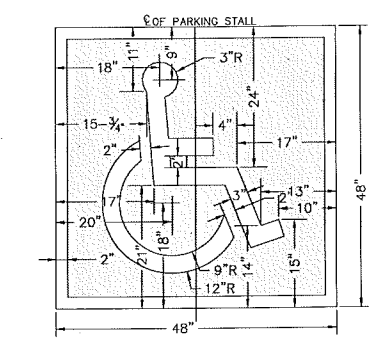
SITE PLAN INFORMATION

ADDITIONAL ASPHALT PAVEMENT: 2410 SF
EXISTING BUILDING AREA (3 FLOORS): 6625 SF
NUMBER OF EMPLOYEES:
NUMBER OF REQUIRED PARKING STALLS:
PROPOSED PARKING STALLS: 50

HATCH LEGEND

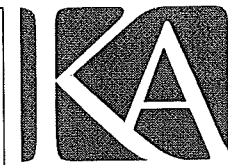
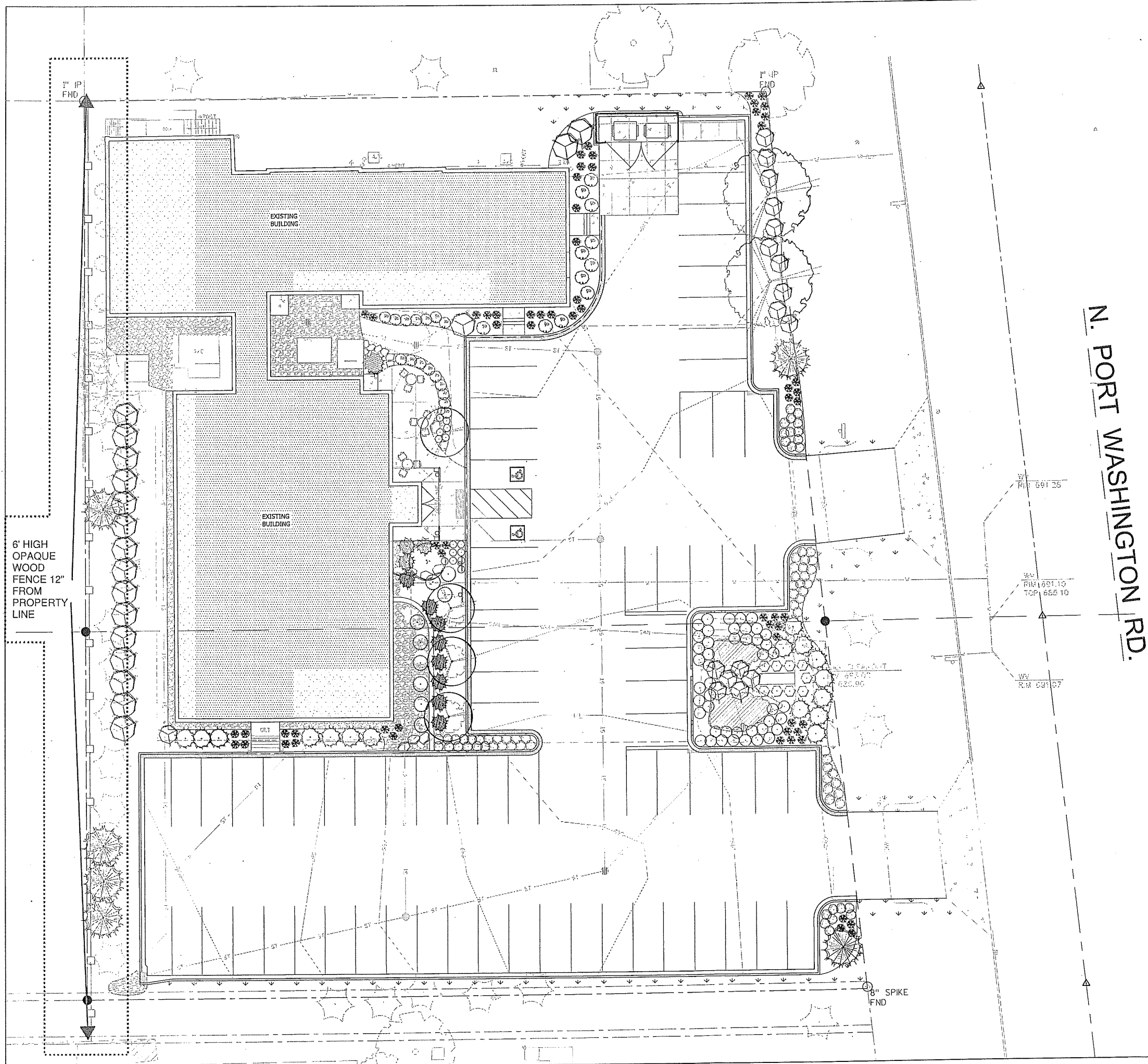
- AREAS DISTURBED BY CONSTRUCTION TO BE RESTORED WITH MINIMUM 4" TOPSOIL, SEED, FERTILIZER, AND MULCH (TYP). USE SALVAGED TOPSOIL OR IMPORT TOPSOIL IF REQUIRED.
- NEW ASPHALTIC CONCRETE (LIGHT DUTY) SEE DETAIL 1/C102
- NEW CONCRETE SIDEWALK SEE DETAIL 2/C102
- RESEAL/RESTRIPES EXISTING ASPHALTIC CONCRETE

5 ACCESSIBLE PARKING STALL SIGN
N.T.S.



6 INTERNATIONAL ACCESSIBILITY SYMBOL FOR PARKING STALLS
N.T.S.

NOTE: SYMBOL AND BORDER SHALL BE PAINTED WHITE. BACKGROUND SHALL BE PAINTED BLUE.



KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS
7711 N. PORT WASHINGTON ROAD
MILWAUKEE, WISCONSIN 53217
Phone: 414.351.8888 Fax: 414.351.4117
www.kapurengineers.com

PROJECT:
CORPORATE CAMPUS IMPROVEMENTS

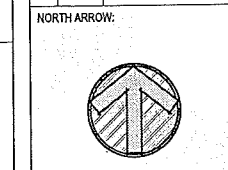
LOCATION:
7711 N. PORT WASHINGTON RD.
MILWAUKEE, WI 53217

CLIENT:

RELEASE:
BID SET

REVISIONS:

#	DATE	DESCRIPTION
1	8/2/2011	ADDENDUM 1
2	10/10/11	LANDSCAPE REVISIONS
3	10/13/11	LANDSCAPE REVISIONS



SCALE: 1" = 10'

0 5 10 20'

SEAL:

we listen. we know. we turn your vision into reality.

SHEET:
SITE LANDSCAPE PLAN

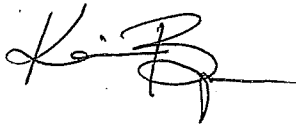
PROJECT MANAGER: TP
PROJECT NUMBER: 100204.01
DATE: 06/24/2011

SHEET NUMBER:
L101

Plan of Operation Outline

7665 N Port Washington Road

1. Kapur & Associates, Inc., Landing hands Healthcare, Inc., Miracle Home Healthcare, Thunderbird Engineering, 7665 N Port Washington Road
2. R C K Ltd., 7711 N Port Washington Road
3. Kevin Byrne
4. LEGAL DESCRIPTION: Under Review
5. 091-8019
6. B-1, H2
7. 215'x245' Total: 49,720 SF
8. 43'x79', 3 Floors, 3,425 each,
9. 10,275 SF
10. Office Building
11. 45 and 45
12. 5 days per week
13. 8am-5:30pm
14. Existing Internal non-electrified Monument sign
15. No Conditions
16. No Security Fencing
17. No anticipated Problems
18. No Food Service
19. Yes
20. Building is sprinkled
21. Tenant Lease
22. Building completed in 1986+/-
23. 55
24. None
25. None
26. Engineering Consultant Business, Home Healthcare Business (No patients)
27. No Grants
28. Kevin Byrne



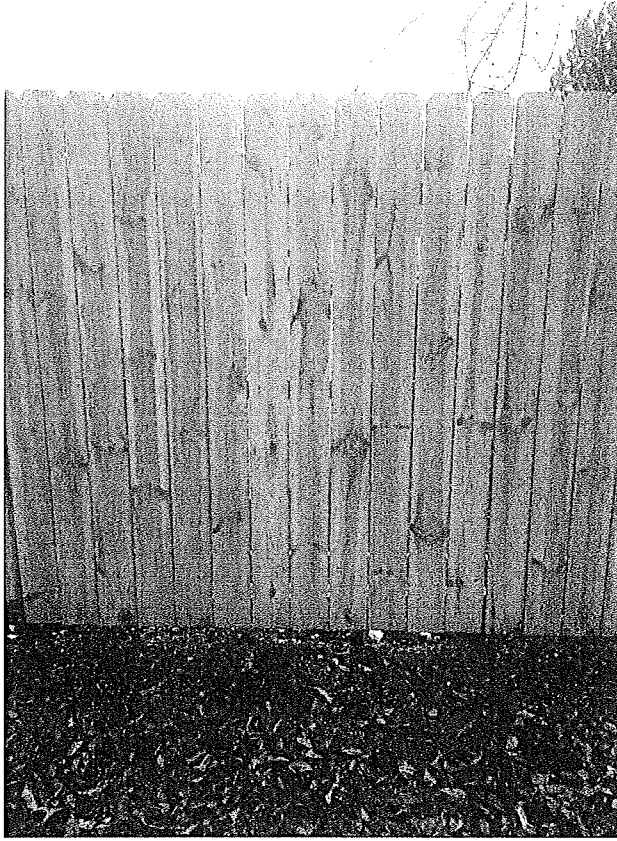
11/2/2017

Plan of Operation Outline

7711 N Port Washington Road

1. Kapur & Associates, Inc. 7711 N Port Washington Road
2. R C K Ltd., 7711 N Port Washington Road
3. Kevin Byrne
4. LEGAL DESCRIPTION: That part of the Southwest 1/4 of the Northeast 1/4 of Section 17, Town 8 North, Range 22 East, in the City of Glendale and in the Village of Fox Point, Milwaukee County, State of Wisconsin bounded and described as follows:
Commencing at the Southwest corner of said Northeast 1/4 of Section 17; thence N 00°11'26" W along the West line of said Northeast 1/4 of Section 17, 661.72 feet to the North line of the South 1/2 of the Southwest 1/4 of said Northeast 1/4 of Section 17; thence N 89°32'09" E along said North line of the South 1/2 of the Southwest 1/4 of said Northeast 1/4 of Section 17, 603.85 feet to the Point of Beginning; thence N 00°11'26" W parallel with the West line of said Northeast 1/4 of Section 17, 145.10 feet; thence N 89°32'09" E parallel to the North line of the South 1/2 of the Southwest 1/4 of said Northeast 1/4 of Section 17, 250.06 feet to the centerline of North Port Washington Road; thence S 06°09'28" E along said centerline of North Port Washington Road, 145.82 feet (recorded as 145.45 feet) to the North line of the South 1/2 of the Southwest 1/4 of said Northeast 1/4 of Section 17; thence continuing S 06°11'58" E along said centerline of North Port Washington Road, 101.52 feet; thence S 89°32'09" parallel to the North line of the South 1/2 of the Southwest 1/4 of said Northeast 1/4 of Section 17, 275.85 feet; thence N 00°11'26" W parallel with the West line of said Northeast 1/4 of Section 17, 101.01 feet to the point of beginning, reserving the East 60 feet for road right-of-way and being subject to all easements, restrictions, covenants and agreements of record.
Containing 64,711 square feet / 1.486 acres of land, more or less, inclusive of North Port Washington Road R/W.
5. 091-8993-001
6. B-1, H2
7. 215'x245' Total: 49,720 SF
8. 2 Floors, 130'x45', 3 floors 96' x 31'
9. 27,700 SF
10. Office Building
11. 80 and 245
12. 5 days per week
13. 8am-5:30pm
14. Existing Internal Lit Monument sign
15. No Conditions
16. No Security Fencing
17. No anticipated Problems
18. No Food Service
19. Yes

7711 Proposed Fence



NORTH SHORE FIRE/RESCUE

Office of the Fire Marshal

Matt Mertens

To: City of Glendale: c/o Todd Stuebe and Collin Johnson
Date: 11/20/17
Subject: Plan Commission Packet Comments from the NSFD

After review of the provided materials for the November 2017 plan commission meeting, the NSFD has the following comments:

1. 6625-6627 N Sidney Place: - Cream City Ribbon:
 - a. Please make sure the GC or Ownership contacts me directly to review the submittal and permit process for the building and life safety system alterations to be done as part of this project. NSFD Permit forms and fees are at: <http://208.75.149.210/index.php?Submit-Permit-Application-74>
 - i. It is important for the submitters to understand that as the NSFD is a separate entity, all construction and fire protection systems plans must be submitted separately to the NSFD under appropriate permit forms and fees at 665 E. Brown Deer Road.
 - ii. Please call Donna at 414-357-0113 x1101 if you have questions on permit submittals
 - b. The submittal appears there may be some Haz-Mat/MAQ disclosure and evaluation that is required to determine proper storage and handling of flammable and combustible materials etc. please provide a full disclosure of material sheets and quantities to be stored and used.
 - c. Occupancy space must be evaluated for proper building and Fire Area separations in the building.
2. 7665 & 7711 N Port Washington: - Kapur and Associates:
 - a. Please make sure the GC or Ownership contacts me directly to review the submittal and permit process for the building and life safety system alterations to be done as part of this project. NSFD Permit forms and fees are at: <http://208.75.149.210/index.php?Submit-Permit-Application-74>
 - i. It is important for the submitters to understand that as the NSFD is a separate entity, all construction and fire protection systems plans must be submitted separately to the NSFD under appropriate permit forms and fees at 665 E. Brown Deer Road.
 - ii. Please call Donna at 414-357-0113 x1101 if you have questions on permit submittals
 - b. The new 2nd floor tenant must submit plans for review to be able to better establish the requirements for this space.

Thank you for the opportunity to provide input to these projects, if you have any questions or concerns regarding these comments please contact me directly at 414-357-0113 x1511.

Truly Yours,

Matthew Mertens
Fire Marshal
North Shore Fire Rescue
mmertens@nsfire.org

North Shore Fire Rescue – 665 E. Brown Deer Road, Bayside WI 53217
mmertens@nsfire.org – Phone: 414-357-0113 x1511



**City of Glendale
City Services**

5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
(414) 228-1711

Memorandum

To: City of Glendale Plan Commission
From: Collin Johnson – Director of Inspection Services
Date: November 17, 2017
Re: December 5, 2017 Plan Commission Agenda

Subject 1: 6625-6627 N. Sidney Place – Cream City Ribbon

1. This is a Group-F occupancy thus, assessment of existing tenant space must be made to determine separation requirements, if any, from other uses within or adjacent to this area.
2. Egress lighting and exiting assessment will be necessary based on proposed floorplan.
3. Depending on type and amount of storage, a commodity assessment may be necessary in accordance with NFPA requirements for sprinkler coverage.
4. Final occupancy inspection from both the City and NSFD are required prior to occupancy.

Subject 2: 7665 and 7711 N. Port Washington Rd. – Kapur & Associates

1. Owner was ordered to repair deteriorated fence separating the 7665 N. Port Washington parcel from the adjacent residential parcels in July, 2017. Owner opted to replace existing fence and did so without obtaining the necessary approvals or permit from the City. To date, permit has not been applied for.
2. Owner constructed a small accessory structure along the north property line and did so without obtaining the necessary approvals or permit from the City. To date, permit has not been applied for.
3. Accessible parking areas must comply with general site and building element requirements in Chapter 5 of ANSI A117.1-2003 along entire accessible route.