

CITY OF GLENDALE -- PLAN COMMISSION

Tuesday, December 5, 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, November 30, 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 Tuesday, November 07, 2017. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cohn, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

MATTERS FOR CONSIDERATION.

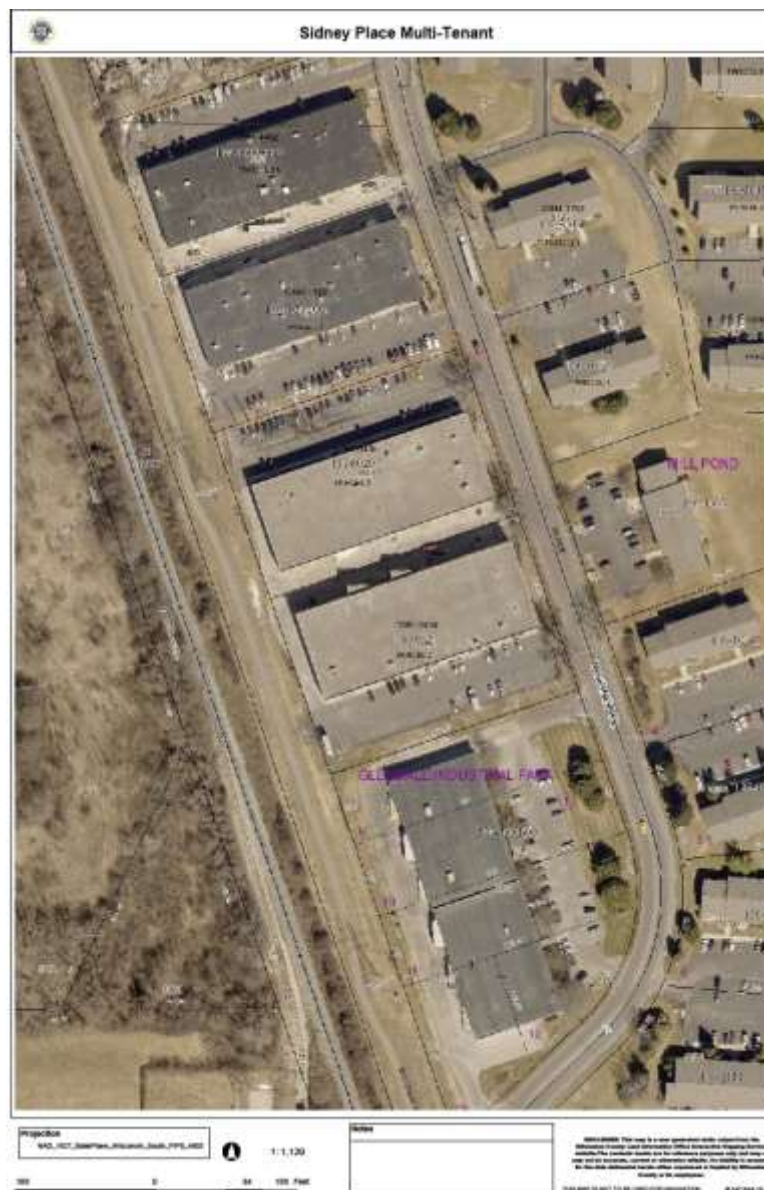
- I. Plan Commission Use and Occupancy Review, Cream City Ribbon, 6625-6627 North Sidney Place. Review and approve proposed specialty ribbon supplier use and occupancy.

Mr. Stuebe stated that the Plan Commission Report was distributed to

the Plan Commissioners and Applicant and is incorporated herein as follows:

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.



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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.

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant use and occupancy approval for Cream City Ribbon to use and occupy the tenant with the following five 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; and 5) Written certification by owner of compliance with State of Wisconsin requirements for physically disabled parking prior to issuance of Occupancy Permit.

Eric Crawford introduced himself as representing Cream City Ribbon and shared that they are an artisan gift and retail ribbon maker, and that their process utilizes yarn and a water based adhesive, that they will have four employees.

Comm. Lippow asked if they are relocating from downtown or increasing in size or is this is strictly relocation.

Mr. Crawford said that it is strictly a relocation, that their existing space is about the same size as the space they are going into, and that they currently have five machines, and will only install three and that if necessary they will have a longer shift.

Comm. Cronwell asked about the four North Shore Fire Department comments, whether those had to be completed before this meeting date or is it handled some other way.

Dir. of Community Development Stuebe said that they were not requirements that are required to be completed prior to the Plan Commission review, and that they are items that are resolved prior to the Certificate of Occupancy being in place.

Mr. Crawford commented that he may consider moving to a tenant space at the other end of the building that is essentially the same size and already has concrete walls.

Comm. Cronwell asked if that is something that the Plan Commission can make a decision tonight.

Dir. of Community Development Stuebe said that if the Plan Commission approves to proposed use and occupancy this evening and Cream City

wants to change spaces they will have to submit that request to the City and that will be reviewed by City Staff, if everything is in order it would seem reasonable that they could obtain a Certificate of Occupancy, if there are concerns the item would be brought to the Plan Commission for further review.

Motion by Comm. Lippow, seconded by Comm. Cohn, that the Plan Commission grant use and occupancy approval for Cream City Ribbon to use and occupy the tenant space, per the five requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cohn, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

- II. 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.

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

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 occupy 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 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.

Aerial Photograph. 7665 and 7711 North Port Washington Road.



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Aerial Photograph. 7665 and 7711 North Port Washington Road.



Community Development Director Stuebe stated that 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.

Kevin Byrne introduced himself as representing Kapur & Associates, and introduced Aaron Groh as manager of Kapur's Municipal Group.

Mr. Groh briefly spoke about Kapur & Associates being a full-service engineering consultancy since 1981, and that Kapur has grown from two employees to 280 employees, starting in its Glendale location in the former house and has continued to grow there, and also said that Kapur is now taking over the third floor of the 7665 North Port Washington building. Mr. Groh said that Kapur's Utility Group was located in the basement of the house, and now that the density of the office building has dropped somewhat they will now utilize that office space.

Mr. Byrne said that there will be 45 employees in the 7665 North Port Washington Road building, and that their plan is to increase the number of parking stalls from 41 to 50 parking stalls, continuing saying that the current ADA parking stalls are not compliant and that with their plan they would shift the two ADA spaces immediately to the east of the existing ADA spaces and provide an accessible route to the office entrance door. Mr. Byrne said that they are very nearly filling the parking lot now. Mr. Byrne also said that they have installed a fence and shed and will obtain City of Glendale permits.

Comm. Cronwell asked why the ADA parking stalls are not located directly across from the office entrance door.

Mr. Byrne said that the proposed ADA parking spaces are next to and east of the existing ADA parking spaces, and that the reason is that the crest of the slope is further to the east, that the slope is not compliant now, and that they will have access to the edge of the sidewalk in the front of the building, and said that currently the ramp is not in line with the building, and added that the building was built in 1986.

Comm. Cronwell commented that it is a long way any other way.

Mr. Byrne commented that extensive grading would otherwise be required.

Motion by Comm. Cronwell, seconded by Comm. Cohn, 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, per the seven requirements. Roll Call: Ayes: Mayor Kennedy, Commissioners Vukovic, Cronwell, Cohn, Lippow, Wadzinski, and Shaw. Noes: None. Abstain: None. Motion carried unanimously.

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

The required action is for the Plan Commission to reschedule the regular January Plan Commission meeting to 6:00 p.m. TUESDAY, JANUARY 9, 2018, due to the New Year's Holiday.

Motion by Comm. Cronwell, seconded by Comm. Wadzinski that the Plan Commission change the date and time of the January Plan Commission meeting to 6:00 p.m., Tuesday, January 9, 2018, due to the New Year's Holiday schedule. 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. Wadzinski, to adjourn the Plan Commission until 6:00 p.m., Tuesday, January 9, 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: Wednesday, January 3, 2018