

CITY OF GLENDALE -- PLAN COMMISSION

Tuesday, September 02, 2014

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

Acting Mayor Shaw called the meeting to order at 7:00 p.m.

Roll Call: Present: Acting Mayor JoAnn Shaw, Commissioners Dennis Buettner, Izzy Goldberg, Fred Cohn, Walter Wilson, Larry Appel, and Dennis Noble. Absent: None.

Other Officials Present: Richard E. Maslowski, City Administrator, Todd M. Stuebe, Director of Community Development

In accordance with the Open Meeting Law, the Glendale Herald, the City's official newspaper, was advised on Thursday, August 28, 2014, 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. Appel, seconded by Comm. Noble, to lay the minutes over until Tuesday, October 7, 2014. Roll Call: Ayes: Acting Mayor JoAnn Shaw, Commissioners Buettner, Goldberg, Cohn, Wilson, Appel, and Noble. Noes: None. Absent: None. Motion carried unanimously.

MATTERS FOR CONSIDERATION.

- I. Specific Implementation Plan, Medical Office Building, 475 West River Woods Parkway. Plan Commission review and approval of specific implementation plan for Medical Office Building, to include architectural, site, landscaping, lighting, signage, stormwater management and other site improvements, as well as use and occupancy approval.

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:

Nick Burris, architect for the proposed Orthopaedic Hospital of Wisconsin office building, will formally present the Specific Implementation Plan to the Plan Commission.

CITY OF GLENDALE -- PLAN COMMISSION

The proposed project involves the construction of a two-story 42,678 square-foot medical office building at the northeast intersection of North Port Washington Road and West Estabrook Boulevard. The proposed building completes the original planned unit development project concept for three buildings within the project area. The three buildings include the original Orthopaedic Hospital of Wisconsin that was located at the southeast corner of North Port Washington Road and West River Woods Parkway (575 West River Woods Parkway), the recently constructed Orthopaedic Hospital of Wisconsin located in the east area of the site (475 West River Woods Parkway), and the proposed building.

Architectural, Site, and Landscape Design

Refer to the packet materials for architectural artistic views and elevation views, site and landscape plan drawings. The proposed building will be rectangular in shape and will be oriented with the short side parallel to North Port Washington Road and the long side parallel to West Estabrook Boulevard. The entrance will be located in the vicinity of the center of north elevation. Exterior building materials are intended to be high quality and low maintenance, and include brick and metal panel cladding (refer to plan documents).

The landscaping plan provided with the documents provides for provides for a variety of trees, shrubs, and flowering plant stock that will reinvigorate the landscape.

Site access remains unchanged with two access routes, the first via North Port Washington Road and second via West River Woods Parkway.

Stormwater Management Pond and Site Management

A Stormwater Management Plan has been submitted for review and is under review per the stormwater runoff, water quality, and operation and maintenance requirements of the Stormwater Management Code. Underground storage is proposed to control runoff from the site.

Parking

The City Code requires that all parking be contained within the development site.

Project Schedule

The Developer's proposed project schedule is to commence site preparation and construction in the fall of 2014, with construction of the office building and site improvements anticipated to take about ten months to complete.

Project Construction Cost

Owner's architect estimates the project construction cost at about \$6,000,000.

Required Action

The necessary action by the Plan Commission is to approve the Specific Implementation Plan.

CITY OF GLENDALE -- PLAN COMMISSION

Brian Cramer introduced himself as the Chief Executive Officer of the Orthopaedic Hospital of Wisconsin, and briefly introduced the project concept.

Nick Burris introduced himself as an architect working for HGA Architects, and presented the project to the Plan Commission.

Motion by Comm. Cohn, seconded by Comm. Noble, that the Plan Commission grant approval of the Specific Implementation Plan and grant use and occupancy approval to the Orthopaedic Hospital of Wisconsin, as presented in the submitted documents and presented to the Plan Commission, subject to final approval by the Estabrook Park Owners Association. Roll Call: Ayes: Acting Mayor JoAnn Shaw, Commissioners Buettner, Goldberg, Cohn, Wilson, Appel, and Noble. Noes: None. Absent: None. Motion carried unanimously.

II. 7:00 P.M. Plan Commission Review, Discount Halloween (Previously Halloween Extreme), 200 West Silver Spring Drive. Review and approve proposed Halloween seasonal costume shop specialty 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:

Applicant, Jim Petersen, seeks Plan Commission review and approval for Halloween Extreme, a seasonal costume specialty shop use, to temporarily occupy the former Betty Johnson Interiors space located at the east side of the site. Over the past several years the same individual operated Halloween Extreme in the same space. The proposed use is a permitted use in the B-1, Sub Area E zoning district, subject to Plan Commission review and approval.

Halloween Extreme will occupy about 7,000 square feet. Based on the previous occupancy of the 200 West Silver Spring Drive tenant space by Halloween Extreme and Halloween Express, it is anticipated that the site will accommodate the proposed temporary use by Discount Halloween. 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. Sunday through Saturday. The Applicant anticipates that there will be a total of twenty (20) employees and a maximum of six (6) employees working at the site at one time

Community Development Director Stuebe stated that staff recommends that the Plan Commission grant use and occupancy approval for Jim Petersen to operate Discount Halloween, a seasonal costume specialty shop, in the former Betty Johnson Interiors tenant space located at 200 West Silver Spring Drive, subject to the following conditions: 1) Time period for temporary occupancy through Saturday, November 15, 2014; 2) No outside displays of any kind; 3) Property to be regularly policed to maintain a litter-free condition; 4) All landscaping and lighting features being maintained and replaced and/or replenished whenever necessary pursuant to tenant/owner lease responsibilities; 5) Subject to obtaining a Code Compliance Inspection Certificate of Compliance, if required; 6) All City of Glendale building and fire codes being carried out to the satisfaction of the Building Inspector and Fire Marshall, respectively; 7)

CITY OF GLENDALE -- PLAN COMMISSION

Written certification by owner of compliance with State of Wisconsin requirements for physically disabled parking prior to issuance of Occupancy Permit.

Jim Petersen introduced himself as the owner of Discount Halloween.

Motion by Comm. Goldberg, seconded by Comm. Cohn, that the Plan Commission grant use and occupancy approval for Jim Petersen to operate Discount Halloween, a seasonal costume specialty shop, in the former Betty Johnson Interiors tenant space located at 200 West Silver Spring Drive, per the seven requirements. Roll Call: Ayes: Acting Mayor JoAnn Shaw, Commissioners Buettner, Goldberg, Cohn, Wilson, Appel, and Noble. Noes: None. Absent: None. Motion carried unanimously.

- III. Plan Commission Review, Infinity/Dazzle Nail Salon, 6969 North Port Washington Road (former Fannie May Chocolates). Review and approve proposed nail salon specialty store use and occupancy.

City Administrator Maslowski stated that the applicant requested that the item be withdrawn from the agenda.

- IV. Plan Commission Review, Guardian Housing, LLC (State of Wisconsin: Adult Family Home), 2320 West Kenboern Drive. Review Adult Family Home (AFH) use and occupancy of a single family residence per Glendale Code of Ordinances 5.9.

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

Rakia Carson seeks Plan Commission review and approval of a Certificate of Occupancy for a State of Wisconsin licensed Adult Family Home facility that will be operated per the requirements of the Wisconsin Statutes by the State of Wisconsin Department of Health Services. The property is zoned R-3 Residence District, and the proposed use and occupancy requires Plan Commission review and approval per Glendale Code of Ordinances 5.9 (copy included in packet materials).

Per the Wisconsin Department of Health Services (WDHS) an Adult Family Home is a place where three or four adults who are not related to the operator reside and receive care, treatment, or services that are above the level of room and board and that may include up to seven hours per week of nursing care for each resident.

In early 2014 the facility was discovered to be operating and the operator was advised of the requirements of Glendale Code of Ordinances 5.9. The Adult Family Home license was issued by the State of Wisconsin on November 12, 2012, and amended on February 8, 2013. The Guardian Housing document indicates that it has been operating since November of 2013.

Applicable to Adult and Juvenile Community Living Arrangement Facilities, Glendale Code of Ordinances 5.9 requires that the facility obtain a Certificate of Occupancy per 5.9.3(a). Glendale Code Compliance has inspected the premises and the facility operator has been working to complete the

CITY OF GLENDALE -- PLAN COMMISSION

requirements of Code Compliance Statement of Non-Compliance correspondence dated April 24, 2014.

5.9.3 (b) requires applicant to file an Informational Scope of Business outline in care of the Director of Community Development. Refer to the Guardian Housing document dated March 14, 2014 (03/14/2014).

5.9.3(c) requires the owner or operator of the Community Living Arrangement as defined in (b) to comply with all City on-street parking regulations. Refer to the Guardian Housing document under Operations.

5.9.3(d) requires the owner or operator of the Community Living Arrangement as defined in (b) to comply with all City refuse and recycling regulations. Refer to the Guardian Housing document under Operations.

5.9.3(e) requires the owner or operator of the Community Living Arrangement as defined in (b) to comply with all State and local Codes relating to cleanliness, sanitation, fire prevention, and safety, including but not limited to Disability Acts, the Wisconsin Safe place statute, and State of Wisconsin Administrative Code provisions SPS 316. SPS 320-325, SPS 381-382 and SPS 361-366, HFS 82, 83, 88 and 89, as applicable to the specific facility. The Adult Family Home license was issued by the State of Wisconsin on November 12, 2012, and amended on February 8, 2013, and is subject to review by the State.

5.9.3(f) requires the owner or operator of the Community Living Arrangement as defined in (b) to provide off-street parking for all employees, visitors, transport pick-up and drop off vehicles, and designate off-street parking for handicapped individuals. Refer to the Guardian Housing document under Operations. Under Off-Street Parking applicant has likely misstated that there will be no off-street parking, this should be verified as meaning there will be Off-Street Parking or there will be Off-Street Parking with limited or modest On-Street Parking.

5.9.3(g) requires the owner or operator of the Community Living Arrangement as defined in (b) to maintain on file with the Glendale Police Department two emergency contacts including the name, telephone number, address, fax number, and email contact information for each such contact. Refer to the Guardian Housing, LLC, document under Attachments, correspondence to the Glendale police Department dated February 26, 2014.

5.9.3(h) requires the owner or operator of the Community Living Arrangement as defined in (b) to install and maintain smoke detection/notification devices where required by the following:

DHS Chapter 82 for Certified Adult Family Homes

DHS Chapter 83 for Community Based Residential Facilities

DHS Chapter 88 for Licensed Adult Family Homes

SPS 321-Relating to one and two family structures (where applicable)

IBC Chapter 907-Relating to multi-family and commercial occupancies

CITY OF GLENDALE -- PLAN COMMISSION

(where applicable)

The State of Wisconsin, North Shore Fire Department, and City of Glendale Code Compliance each inspect the facility for conformance with their respective requirements.

5.9.3(i) requires the owner or operator of the Community Living Arrangement as defined in (b) to install and maintain carbon monoxide alarms in accordance with the following:

SPS 321-Relating to one and two family structures (where applicable)

SPS 362-Relating to multi-family and commercial occupancies (where applicable)

The State of Wisconsin, North Shore Fire Department, and City of Glendale Code Compliance each review the facility for conformance with their respective requirements.

At present there are not any known neighborhood complaints pertaining to the Guardian Housing Facility. While some additional traffic may be generated as a result of the Adult Family Home use and occupancy located at 2320 West Kenboern Drive, it is similar to the amount of traffic for two homes under circumstances where an occupant has specialized needs related to healthcare or aging.

Motion by Comm. Wilson, seconded by Comm. Cohn, that the Plan Commission grant use and occupancy approval per its review under Glendale Code of Ordinances 5.9, for Guardian Housing, LLC to operate a State of Wisconsin licensed Adult Family Home (AFH) in the single family residence located at 2320 West Kenboern Drive. Roll Call: Ayes: Acting Mayor JoAnn Shaw, Commissioners Buettner, Goldberg, Cohn, Wilson, Appel, and Noble. Noes: None. Absent: None. Motion carried unanimously.

ADJOURNMENT.

Motion by Comm. Noble, seconded by Comm. Appel, to adjourn the Plan Commission until 7:00 p.m. on Tuesday, October 7, 2014. Roll Call: Ayes: Acting Mayor JoAnn Shaw, Commissioners Buettner, Goldberg, Cohn, Wilson, Appel, and Noble. Noes: None. Absent: None. Motion carried unanimously.

Todd M. Stuebe, Director of Community Development

Recorded: September 22, 2014