



CITY OF GLENDALE
2200 West Bender Road
Richard E. Maslowski Community Park
Glendale, Wisconsin 53209

ZOOM Attendance is not an option for this meeting due to the new location.

AGENDA— PLANNING AND ARCHITECTURAL REVIEW COMMISSION

Tuesday August 13th, 2024
6:00 PM.

*Members: Chairman and Mayor Bryan Kennedy, Alderman Phillip Bailey,
Amanda Seligman, Shauntay Nelson, Fredrick Cohn, Shawn Storey,
Traci Fernandez, and Raymond Carlson (Alternate)*

1. Roll Call and Pledge of Allegiance.
2. Adoption of July 9, 2024, Meeting Minutes.
3. Old Business
 - a. Major or Minor Amendment to a Development Agreement: Chick-fil-A at 5201 North Port Washington Road to Permit up to Two Accessory Design Structures, Tax Key Parcel 196-900-0002
4. New Business
 - a. Site Plan, Signage Plan and Architectural Approval
 - Discussion and Consideration: 6280 North Port Washington Road for Restaurant and Drive-Through Uses in the B-1 “F-1” Zoning District, Tax Key Number 163-800-6001
 - Discussion and Consideration: 6100 North Green Bay Road for an Automobile Sales and Service use in the “B-4” Zoning District for Van Horn Auto Group, Tax Key Number 161-803-9000
 - Discussion and Consideration: 239 West Clovernook Lane for a residential addition in the “R-3” Residential Zoning District, Tax Key Number 132-106-8000
 - Discussion and Consideration: 2101 West Camden Road for an expansion

Page 1 of 2

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities.

*The Common Council of Glendale currently holds meetings in person at City Hall, or an alternative physical location as allowed by the City Ordinance. As a courtesy to citizens, Council meetings will also be made available live on the Zoom virtual platform for viewing and possible participation. However, the City cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously. The only way to guarantee the ability to offer public comment, or view the meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.

of a commercial parking facility for KVG 1 Investments, LLC in the “M-1”
Zoning District, Tax Key Number 160-901-3000

- b. Discussion and Consideration – Exception to Section 15.9.(g) of the City Code Regarding the Number of Permitted Wall Signs on a Commercial Establishment for 429 Silver Spring Drive, Tax Key Parcel 1978937002

5. Next Meeting Date and Adjournment:

- a. Next Planning and Architectural Review Commission (PARC) Meeting 6:00 p.m., Tuesday, September 3, 2024

6. Adjournment.

The Regular Planning and Architectural Review Commission (PARC) Meeting is NOT a meeting of the Glendale Common Council. Although a majority of Council Members may be present, Council action will not take place.

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

The Planning and Architectural Review Commission (PARC) Meeting Will be In-Person.

Attendance via ZOOM virtual meeting is available as well.

AGENDA— PLANNING AND ARCHITECTURAL REVIEW COMMISSION

Tuesday July 9th, 2024

6:00 PM.

YouTube Video Link: <https://www.youtube.com/watch?v=tN7igm7fMOc>

*Members: Chairman and Mayor Bryan Kennedy, Alderman Phillip Bailey,
Amanda Seligman, Shauntay Nelson, Fredrick Cohn, Shawn Storey,
Traci Fernandez, and Raymond Carlson (Alternate)*

Roll Call

Present: Chairman Mayor Kennedy, Commissioners Amanda Seligman, Fredrick Cohn, Raymond Carlson, Alderman Phillip Bailey, Commissioner Shauntay Nelson, Commissioner Shawn Storey, and Traci Fernandez.

Other Officials Present: Karl Warwick, City Administrator

Adoption of June 4, 2024, Meeting Minutes: Commissioner Seligman moved approval. Seconded by Commissioner Storey. Motion carried unanimously.

Site Plan Approval: There was a presentation and then general discussion on a site plan for St. Augustine Preparatory Academy, at 6810 N Port Washington Rd, in a S-1 regarding signage, architecture, traffic, security, student population, and infrastructure.

Motion: Commissioner Cohn moved approval based on four conditions: updating the landscape plan to add more canopy trees, updating parking plan to provide paving details and handicap stall standards, implementation of requests by the City Administrator from

Page 1 of 3

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities.

*The Common Council of Glendale currently holds meetings in person at City Hall, or an alternative physical location as allowed by the City Ordinance. As a courtesy to citizens, Council meetings will also be made available live on the Zoom virtual platform for viewing and possible participation. However, the City cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously. The only way to guarantee the ability to offer public comment, or view the meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.

the June, 2024 Traffic Analysis Report, and engineering and public safety comments. Seconded by Commissioner Nelson. Motion carried unanimously.

Major or Minor Amendment: There was a general discussion regarding allowing any permitted use in an M-1 district and removing all other prior approved uses, at 4160 North Port Washington Road, in a PD Planned Unit Development District, Tax Key Number 242-1198-003.

Motion: Commissioner Cohn moved approval. Seconded by Commissioner Story. Motion carried unanimously.

Fence Exception: There was a general discussion to allow an exception for a 6 foot fence up to their neighbors yard at 1000 W Riverview Dr. The owner described the adjacent property being an Airbnb, and their desire to have a fence to block vision between their property and the other one.

Motion: Commissioner Cohn moved approval. Seconded by Commissioner Carlson. Motion carried unanimously.

Business Use Approval: There was a general discussion to allow for Meadowbrook Counseling of Wisconsin to operate at 7101 North Greenbay Avenue, Suite 11.

Motion: Alderman Bailey moved approval. Seconded by Commissioner Cohn. Motion carried unanimously.

Business Use Approval: There was a general discussion to allow for the Republic Party of Wisconsin to operate at 5464 North Port Washington Road.

Motion: Commissioner Carlson moved approval. Seconded by Commissioner Fernandez. Motion carried unanimously.

Public Hearing: There was a public hearing and general discussion to amend 13.1.34 of the Zoning Code to permit drive-through facilities in B-1 Business Districts with restrictions.

Motion: Commissioner Carlson moved approval. Seconded by Commissioner Cohn. Motion carried unanimously.

Next Meeting Date and Adjournment: Next Planning and Architectural Review Commission (PARC) Meeting 6:00 p.m., Tuesday, August 13, 2024. Location moved to Richard Maslowski Community Park.

Motion: Commissioner moved approval. Seconded by Commissioner Fernandez. Motion carried unanimously.

Adjournment. Alderman Bailey moved approval. Seconded by Commissioner Carlson. Motion carried unanimously. Chairman Mayor Kennedy adjourned the meeting at 7:42pm.

Minutes recorded by Benjamin Polony, Assistant to the City Administrator.

SUBJECT: Discussion and consideration: Amendment to the Planned Unit Development for Chick-fil-a, located at 5201 North Port Washington Road, Parcel 196-900-0002

FROM: Karl Warwick, City Administrator

MEETING: Planning and Architectural Review Commission

MEETING DATE: July 9, 2024

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§

LAND DEVELOPMENT REFERENCE:

Land Use:	Restaurant
Zoning:	Planned Development (PD)
Target Investment Area:	N/A

BACKGROUND:

The City approved a Planned Development (PD) agreement to allow the operation of the Chick-fil-a drive-thru only restaurant located on Port Washington Road. The Development agreement is specific on the uses that are permitted and the design of the facility. These were specified in the original PD agreement and a minor amendment (August 8, 2023) to permit the weather screening added later and located on Port Washington Road. The approved exhibits for the PD were not included in the packet.

The owner has installed two accessory design structures (cows) on the property. To permit these design structures, the PD must be amended. Staff has prepared a possible amendment to the PD to permit these structures to remain.

The Planning and Architectural Review Commission (PARC) may determine that this is a minor amendment, which would then allow this amendment to be approved by the Common Council. If the PARC determines that this is not a minor amendment, the PD process would be required to start from the beginning of the process.

ANALYSIS:

Staff is asking the PARC to determine whether this is a minor amendment to the previously adopted and amended PD for Chick-fil-a.

RECOMMENDATION:

The PARC must determine if amending the Planned Development Agreement is a major or minor change to the Development Agreement.

The ordinance does not define what makes a major or minor amendment. Should the Commission determine this change is a minor amendment, the matter will immediately be forwarded to the Common Council for consideration of approval. If considered a major amendment, the applicant must go through the entire rezoning process of a PD Planned Development District.

ACTION REQUESTED:

Motion to determine the amendment to the Development Agreement, to permit the Developer to “erect up to two accessory design structures, maintained in good condition with the location, size, appearance approved by the Zoning Administrator.” at 5201 N. Port Washington Road as a minor amendment and recommend the Common Council approve the proposed Development Agreement amendment.

OR

Motion to determine the proposed amendment to the Development Agreement as a major amendment.

ATTACHMENT:

[Original Development Agreement](#)

[Amended Development Agreement](#)

SUBJECT: Site Plan and Architectural Review of 6280 North Port Washington Road, Tax Key Number 163-8006-0001

FROM: Meredith Perks, City Planner, Vandewalle & Associates

MEETING: Plan and Architectural Review Commission

MEETING DATE: August 13, 2024

FISCAL SUMMARY:	STATUTORY REFERENCE:
Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA
Wisconsin Statutes:	NA
Municipal Code:	13.1 ; 13.1.34 ; 13.1.174

LAND USE	
Zoning District	B-1 F-1, Business and Commercial District
Proposed Zoning Change	NA
Existing Land Use	Vacant
Future Land Use	Planned Commercial

The Planning and Architectural Review Commission (PARC) is being asked to review and approve the site plan, sign plan, and architectural design for the construction of a commercial building, including restaurants and a drive-thru within the B-1 business and commercial zoning district ([13.1.34](#)). Drive-thrus were added as a permitted use with specific design standards via a zoning code text amendment on July 22, 2024. As this proposal is for a permitted use in the updated B-1 district no rezoning is required and the PARC is being asked to review zoning requirements for the B-1 F-1 zoning district to ensure compliance and make a determination of site plan, sign plan, and architectural approval based on this review.

BACKGROUND:

The Applicant is seeking to construct a 5,355 sf single-story, multi-tenant commercial development. The .69-acre site is currently vacant but is zoned B-1 F-1. The anchor tenant will be Dunkin Donuts along with two other fast-casual/quick service restaurants; the Dunkin will include a drive-thru. Approximately 16 employees could be present at maximum times, with an average of 12. The development will include 23 parking stalls.

ANALYSIS:

The Applicant has submitted an application to the Planning and Architectural Review Commission for site plan, sign plan, and architectural approval. This site is currently zoned B-1 F-1 Business and Commercial. The proposed use as a restaurant is permitted by right as is the proposed drive-thru.

The B-1 zoning district (Section [13.1.34](#)) site requirements and urban design standards “related to height, density, set back, and parking, and urban design standards” shall be determined by designation of the Plan Commission. The building setbacks, front, side, and rear yard, are appropriate for the North Port Washington corridor.

According to the provided materials, the building will have three articulated and differentiated storefronts to create visual interest on the building. The building materials and colors are attractive and high quality. The retail spaces include adequate windows for each storefront to provide an attractive aesthetic. The mechanical and roof plan have not yet been completed, but the design includes parapet heights that will screen any rooftop mechanical equipment.

Drive-thrus are permitted in B-1 zoning districts on North Port Washington Road between West Green Tree Road and West Hampton Road. Section [13.1.34](#) provides design standards for drive-thru facilities to ensure safe and efficient design and circulation. Drive-thrus are not permitted within 250 feet of another drive-thru; drive-thru lanes must be more than 25 feet from a driveway or public right-of-way entry; the drive-thru window shall not be located between the principal building and the street right-of-way; drive-thrus must provide a minimum stacking distance of 180 feet and provide a stacking area of four vehicles between the ordering location and pickup window; and the drive-thru lane must be a minimum of 10 feet in width. The proposed development meets these design standards. The drive-thru and safety vehicle bypass lane will circulate vehicles to the south of the building with the ordering location on the east (back) side, and the pickup window on the north side of the Dunkin' storefront.

The drive-thru lanes must be clearly marked and a crosswalk must clearly designate the pedestrian pathway to the building entry. The drive-thru facility must be designed as to not impede vehicular or pedestrian traffic. The proposed design meets these safety standards. Operation of the drive-thru facility is restricted to the hours of 5:00am and 10:00pm. The proposed business plan aligns with this standard.

The proposed design includes 23 parking spaces. The current parking regulation for restaurants requires “1 stall for each 50 sf of floor area or equal to 3 chair seats.” The developer has been encouraged to find a shared parking solution with neighboring businesses or purchasing additional land to expand parking options. The City is pursuing a zoning text amendment to update the parking regulations to better reflect the parking needs for commercial and restaurant uses. Prior to construction the Applicant will need to provide a site plan in compliance with the updated zoning code parking regulations.

Lighting standards restrict lighting to 3 foot-candles at the lot line. The photometric plan provided meets these standards. The parking and site plan include landscaping at the street frontage as well as buffering between neighboring properties. The landscape plan includes varied and attractive species, however, the plant schedule shows some species will be undersized for initial planting. Additional screening through mature trees or plantings should be added to the east side of the lot to better buffer against the residential use. Additionally, the existing tree line should be maintained. If trees are removed, they should be replaced to maintain screening. The Applicant will be required to update the landscape plan to increase the diameter of plantings and add screening.

SIGN PLAN:

As a retail development of three tenants or more, the proposed project qualifies for the Planned Sign Program. The Planned Sign Program allows for a master identification sign of no more than 150 sf and 10 feet in height. The proposed monument sign meets these standards. However, an updated rendering will be required to demonstrate that the master identification sign identifies the multi-tenant center and not the individual businesses.

Details for the monument sign and tenant specific wall signs will be submitted for separate sign permits later in the development process.

PROJECT TIMELINE:

The Applicant has indicated the project will require a 1-year construction timeline with completion in summer 2025.

CRITERIA FOR APPROVAL:

Section [13.1.174](#) of the Zoning Code provides the criteria for site plan approval for “any construction, reconstruction, expansion or conversion.” In reviewing the application using the following criteria, staff finds:

1. *The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.*

The site plan and building design are appropriate for the site and the Port Washington commercial corridor. The use is consistent with the B-1 zoning district.

2. *The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.*

The project's drive-thru and circulation design meets zoning district standards. The current parking plan does not meet City parking regulations for a restaurant use. The developer has been encouraged to find a shared parking solution with neighboring businesses or purchasing additional land to expand parking options. The City is pursuing a zoning text amendment to update the parking regulations to better reflect the parking needs for commercial and restaurant uses. Prior to construction the Applicant will need to provide a site plan in compliance with the updated zoning code parking regulations.

3. *The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.*

City of Glendale engineering has reviewed the proposed plan and provided comments regarding utilities, drainage, and stormwater. The applicant must use water and sewer

lateral stubs at North Port Washington Road. See full Engineering comments in Appendix A.

4. *The landscaping and appearance of the completed site. The plan commission may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this section.*

The parking and site plan include landscaping at the street frontage as well as buffering between neighboring properties. The landscape plan includes varied and attractive species, however, the plant schedule shows some species will be undersized for initial planting. Additional plantings should be provided at the east end of the site to better buffer against the residential use. The existing tree line should be maintained. If trees are removed, they should be replaced to maintain screening. The Applicant will be required to update the landscape plan to increase the diameter of plantings and add screening.

RECOMMENDATION:

Staff recommends the Plan Commission approve the site plan and architectural plan application for 6280 North Port Washington Road as outlined in the application, with the following items being addressed:

1. Update landscape plan to increase diameter of new plantings and add landscape buffering to the east side of the lot.
2. Provide an updated sign plan for approval prior to construction.
3. Adhere to updated parking standards prior to construction.
4. Adherence to Engineering and Public Safety comments as outlined in Appendix A.

ACTION REQUESTED:

To: Grant approval of the site plan and architectural plan application for 6280 North Port Washington Road, Tax Key Number 163-8006-0001, based on the information provided in the application and the findings contained in the staff report, with the following items being addressed:

1. Update landscape plan to increase diameter of new plantings and add landscape buffering to the east side of the lot.
2. Provide an updated sign plan for approval prior to construction.
3. Adhere to updated parking standards prior to construction.
4. Adherence to Engineering and Public Safety comments as outlined in Appendix A.

ATTACHMENTS:

1. [Plan of Operation](#)
2. [Drawing Set](#)
3. [Application](#)
4. [Review Comments](#)
5. [Agreement](#)

APPENDIX A

SUBJECT: Site Plan and Architectural Review of 6280 North Port Washington Road, Tax Key Number 163-8006-0001

FROM: City Services Review and Comments

MEETING: Plan and Architectural Review Commission

MEETING DATE: August 13, 2024

Glendale Inspections:

1. Building inspections does not have any comments at this time. We reserve the rights to comment during plan review.

North Shore Fire Department:

1. No existing or new hydrants were found on the plans provided. Water supply must be available per code.
2. The FDC appears to be located in the drive through. FDC locations must be readily accessible via fire lanes with a minimum width of 20' and clear height of 14'. Recommend relocation of FDC to front or side of building. This will also improve water supply travel distance requirements from street hydrants.
3. Full plans to be submitted for review and approval via online web portal to the NSFD prior to construction.

Glendale DPW and Engineering:

1. See Appendix A

SUBJECT: Site Plan and Architectural Review of 6100 North Green Bay Avenue, Tax Key Number 161-8039-000

FROM: Meredith Perks, City Planner, Vandewalle & Associates

MEETING: Plan and Architectural Review Commission

MEETING DATE: August 13, 2024

FISCAL SUMMARY:	STATUTORY REFERENCE:
Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA
Wisconsin Statutes:	NA
Municipal Code:	13.1 ; 13.1.37 ; 13.1.174

LAND USE	
Zoning District	B-4, Office-Research-Service Business District
Proposed Zoning Change	NA
Existing Land Use	Commercial
Future Land Use	Planned Commercial

The Planning and Architectural Review Commission (PARC) is being asked to review and approve the site plan, signage, and architectural design for the redevelopment of a “motor vehicle sales auto dealership” (11) use in a B-4 zoning district ([13.1.37](#)). As this is a permitted use, no rezoning is required and the PARC is being asked to review the use, and all others zoning requirements for the B-4 zoning district to ensure compliance and make a determination of site plan, sign and architectural approval based on this review.

The B-4 zoning district permits, “Motor vehicle sales auto dealerships approved and in existence prior to January 2002”. The existing dealership at 6100 North Green Bay Road was constructed and in use prior to 2002 and is therefore a permitted use and therefore renovation or reconstruction of the facility is permitted, upon approval of the site plan, architectural plan, landscaping and sign plan by the PARC.

SITE DRAWINGS:

<https://api2.enscape3d.com/v3/view/7db9b080-1ce0-45ae-96d5-c7a8d45edc48>

<https://api2.enscape3d.com/v3/view/87f221dd-bbfa-4e26-be48-664574a77653>

<https://api2.enscape3d.com/v3/view/a7e210ed-57e3-48f9-ba71-7df322deff81>

<https://api2.enscape3d.com/v3/view/76e0f7ee-35f4-4f3f-b068-8667d4e721e6>

The site drawings can be viewed by clicking the enclosed links. The site plan, architectural plan, landscaping and sign plan are also enclosed with the packet.

BACKGROUND:

Van Horn Honda currently occupies 6100 North Green Bay Avenue. Following the change in ownership from David Hobbs Honda to Van Horn Honda, Van Horn is required by Honda to make updates to its facility to modernize and meet corporate standards. Van Horn Honda is proposing to build a new 45,000 square foot showroom and car service facility. The project is proposed to be completed in two phases. The new facility will be constructed in the current parking area to the south of the existing showroom. Following construction and relocation of the business operations into the new facility, the existing building will be demolished, and the remaining site work will be completed.

The updated facility will hold parking for approximately 350 inventory and display vehicles and 80 stalls for employees and customers. The site will hold approximately 50 employees and operations, including car servicing, will be from 9am to 6pm.

ANALYSIS:

Van Horn Honda has submitted an application to the Planning and Architectural Review Commission for site plan, sign plan, landscaping and architectural approval. This site is currently zoned B-4 Office-Research-Service Business District. The proposed use as an auto-dealership is permitted by right as it is the redevelopment of an existing use on this site established prior to January 2002.

The B-4 zoning district site requirements and urban design standards “related to height, density, set back, and parking, and urban design standards” shall be determined by designation of the plan commission. Pavement and building setbacks are appropriate for the zoning district and current Green Bay Avenue corridor.

The new building will be a “state-of-the-art” update. Building renderings show an attractive building with quality building materials, including efis and glass. The proposed site plan provides for circulation around the site and safe entry and egress onto Green Bay Avenue. The proposal alters the existing entries by closing the southernmost drive entry and creating a new curb cut to align with the median opening on Green Bay Avenue. City Engineering has provided comments regarding the design of the drive entries.

Vehicle inventory will be housed in parking areas north of the new building. Three designated display areas for showcase vehicles will be along Green Bay Avenue at a setback of 15 feet. The proposal includes a photometric plan for the site and locations of light features in the parking lot areas. Section [13.1.92](#) of the code defines parking requirements, including lighting standard of no more than 3 foot-candles at the lot line. The photometric plan provided meets this standard. The light poles indicated on the plans are also in compliance with City of Glendale standards.

The City has worked with the applicant on additional landscaping to the property to give visual interest to the site and avoid the look of a parking lot without screening inventory and hindering the business. The applicant has provided a landscape plan that includes a variety of species that

will be attractive on the site and from the corridor. Screening along the property lines is included. The City is requesting that the applicant plant trees of at least 2.5 inches caliper for shade and ornamental trees and 6 feet and 5 feet, as described in the landscape plan, to ensure they provide adequate coverage.

SIGN PLAN:

The application includes a signage plan for approval. As a retail building with less than two tenants, a monument sign of up to 15 feet is allowed. The proposal includes a monument/pylon sign of 10 feet in height with landscaping planned around the base. Wall signs include a Honda logo sign as well as signs identifying entries/purpose areas of the building, such as dealer identification, “Service”, and “Delivery”. Wall signs are permitted up to 150 feet total. The total area of wall signage meets this standard.

PROJECT TIMELINE:

Van Horn has indicated the project timeline is as follows:

- Fall 2024 – New Construction Begins
- Fall 2025 – New Construction Complete
- Spring 2026 – Demolition and Completion of Site Work

CRITERIA FOR APPROVAL:

Section [13.1.174](#) of the Zoning Code provides the criteria for site plan approval for “any construction, reconstruction, expansion or conversion.” In reviewing the application using the following criteria, staff finds:

1. *The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.*

The site plan and building design are appropriate for the site and the Green Bay Avenue corridor at this time. Although the building is set back with parking in front, the applicant provides adequate landscaping to provide visual interest along the corridor. The building is positioned on the site with appropriate paving and building setbacks, particularly in relation to the surrounding commercial uses and as the proposed use is the same as the previous use and the site does not require a zoning change, it remains appropriate for the usage of the adjoining lands.

2. *The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.*

The layout of the site’s entrances, exits, interior roadways, parking and loading areas, as described in the provided materials, are consistent with the safety of residents and the

community. The new access point creates smoother traffic and turning on Green Bay Avenue. Intersections and existing roads are able to operate acceptably and safely with the proposed site changes.

3. *The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.*
As an existing, developed site with a similar use, the proposed utility usage, drainage facilities, and waste and sanitation are adequate for existing capacity. City Engineering has provided comments regarding utilities and permitting requirements. See Appendix A for comments regarding paving, ROW permits, utilities, and grading.
4. *The landscaping and appearance of the completed site. The plan commission may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this section.*
The site is planned for attractive landscaping that adds new plantings particularly along the frontage along Green Bay Avenue. Entrances, side and rear yards are planned for landscaping that will use a variety of species to enhance the site's appearance and provide buffering and screening. Additionally, the landscaping plan needs to be in compliance with the species outlined by the WI DNR Urban Forestry Grant. The applicant must plant trees of at least 2.5 inches caliper for ornamental and shade trees and 6 feet and 5 feet for evergreen trees and shrubs, as described in the landscape plan, to provide appropriate screening and add additional screening to the south end of the lot to buffer between the neighboring use.

RECOMMENDATION:

Staff recommends the Plan Commission approve the site plan, architectural plan, and sign application for 6100 Green Bay Avenue as outlined in the application, with the following items being addressed:

1. Plant trees at least 2.5 inches caliper for ornamental and shade trees and 6 feet and 5 feet for evergreen trees and shrubs, as described in the landscape plan and add additional screening on the south end of the site to buffer between the neighboring use.
2. Adherence to Engineering and Public Safety comments as outlined in Appendix A.

ACTION REQUESTED:

To: Grant approval of the site plan, architectural plan, and sign application for 6100 North Green Bay Avenue, Tax Key Number 161-8039-000, based on the information provided in the application and the findings contained in the staff report, with the following items being addressed:

1. Plant trees at least 2.5 inches caliper for ornamental and shade trees and 6 feet and 5 feet for evergreen trees and shrubs, as described in the landscape plan and add additional screening on the south end of the site to buffer between the neighboring use.
2. Adherence to Engineering and Public Safety comments as outlined in Appendix A.

ATTACHMENTS:

1. [Van Horn Memo](#)
2. [Architectural](#)
3. [Signage](#)
4. [Site Lighting](#)
5. [Landscape](#)
6. [Comments](#)
7. [Design](#)

APPENDIX A

SUBJECT: Site Plan and Architectural Review of 6100 North Green Bay Avenue, Tax Key Number 161-8039-000

FROM: City Services Review and Comments

MEETING: Plan and Architectural Review Commission

MEETING DATE: August 13, 2024

Glendale Inspections:

1. At the present time Building Inspection does not have any comments or concerns. We reserve right for comments at plan review stage.

North Shore Fire Department:

1. The applicant will need to connect with NSFD early in the permitting process to establish fire department access and water supply conditions.

Glendale DPW and Engineering:

1. See attached comments.

SUBJECT: Site Plan and Architectural Review of 239 West Clovernook Lane, Tax Key Number 132-1068-000

FROM: Meredith Perks, City Planner, Vandewalle & Associates

MEETING DATE: August 13, 2024

MEETING: Plan and Architectural Review Commission (PARC)

FISCAL SUMMARY:

STATUTORY REFERENCE:

FISCAL SUMMARY:	STATUTORY REFERENCE:
Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA
Wisconsin Statutes:	NA
Municipal Code:	13.1 ; 13.1.37 ; 13.1.174

LAND USE	
Zoning District	R-3 Residence District
Proposed Zoning Change	NA
Existing Land Use	Residential
Future Land Use	Residential

The Planning and Architectural Review Commission (PARC) is being asked to review and approve the site plan and architectural design for the construction of a residential addition to an existing single-family home within the R-3 residential zoning district ([13.1.37](#)). As this is a permitted use, no rezoning is required and the PARC is being asked to review zoning requirements for the R-3 zoning district to ensure compliance and make a determination of site plan and architectural approval based on this review.

BACKGROUND/ANALYSIS:

The Applicant is seeking to construct an approximately 1,010 square foot addition on an existing single-family home to increase living space and include an attached garage. The project will include interior renovations to convert the existing attached garage to additional living space and add on to the structure to include an attached two-car garage. This is a permitted use in the R-3 district, provided setbacks and other zoning requirements are met.

ANALYSIS:

The application materials include a Plat of Survey demonstrating the dimensions of the proposed addition. The addition to the structure extends the residence to the east approximately 20 feet, north about 2 feet, and south approximately 10 feet. The R-3 district requires a minimum side yard of 10 feet, a front yard setback of at least 30 feet, and a rear yard depth of at least 25 feet. The proposed addition meets these standards. The proposed addition does not alter the height of the home. With the additional building area, the residence remains in compliance with the R-3 building area standard of no more than 35% of the lot area.

The architectural renderings provided in the application materials indicate that the addition will be in keeping with the style and materials of the existing residence and will be consistent with the neighborhood.

PROJECT TIMELINE:

The Applicant has indicated the project timeline is as follows:

- Fall 2024 – New Construction Begins
- Fall 2024 – New Construction Complete

CRITERIA FOR APPROVAL:

Section [13.1.174](#) of the Zoning Code provides the criteria for site plan approval for “any construction, reconstruction, expansion or conversion.” In reviewing the application using the following criteria, staff finds:

1. *The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.*
The site plan and building design are appropriate for the site and the Clovernook neighborhood. The addition to the residence is in compliance with the R-3 district site setback standards, including the side yard standard of 10 feet. The use of the site remains single-family residential which remains appropriate for the adjoining usage.
2. *The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.*
The project does not propose any alterations to the public right-of-way and will have no impact on traffic or safety in the surrounding area.
3. *The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.*

As an existing single-family residential structure, there is no change in impact on the water supply, drainage, or sanitary and waste disposal.

4. *The landscaping and appearance of the completed site. The plan commission may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this section.*

The proposed project will have no impacts on the landscaped area of the site. No additional landscaping is required.

RECOMMENDATION:

Staff recommends the Plan Commission approve the site plan and architectural plan application for 239 West Clovernook Lane as outlined in the application, with the following items being addressed:

1. Adherence to Engineering and Public Safety comments as outlined in Appendix A.

ACTION REQUESTED:

To: Grant approval of the site plan and architectural plan application for 239 West Clovernook Lane, Tax Key Number 132-1068-000, based on the information provided in the application and the findings contained in the staff report, with the following items being addressed:

1. Adherence to Engineering and Public Safety comments as outlined in Appendix A.

ATTACHMENTS:

1. [Plan Commission Application](#)
2. [Survey Map](#)
3. [Remodel Plan](#)
4. [Exterior Remodel Plan](#)

SUBJECT: Site Plan and Architectural Review of 2101 West Camden Road, Tax Key Number 160-9013-000

FROM: Meredith Perks, City Planner, Vandewalle & Associates

MEETING: Plan and Architectural Review Commission

MEETING DATE: August 13, 2024

FISCAL SUMMARY:	STATUTORY REFERENCE:
Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA
Wisconsin Statutes:	NA
Municipal Code:	13.1.92 ; 13.1.39

LAND USE	
Zoning District	M-1, Warehouse, Light Manufacturing, Office and Service
Proposed Zoning Change	NA
Existing Land Use	Industrial
Future Land Use	Industrial

BACKGROUND:

The property owner of 2101 West Camden Road (the Applicant) is applying to add an additional on-site parking area for the tenant business's employees. The tenant has been bringing its employees back on site and a lack of on-street parking and construction in the area has created hardship and frustration for the business owners and employees. The Applicant has submitted plans for an additional 12,120 sf paved parking area providing an additional 36 parking stalls. This increases the total parking stalls on site to 69.

ANALYSIS:

The proposed parking area meets required setbacks for the M-1 district. The City Engineer has reviewed the plan and determined that it meets paving, layout, and design standards. The standard parking stall will include concrete wheelstops to prevent vehicles from extending beyond the paved area, protecting the lawn areas and improving safety. Driveway locations and widths also meet standards. The appropriate number of marked handicapped spaces are also provided. The plan does not indicate any additional lighting for the parking area. There are existing lights on the exterior of the building and the neighboring building.

Egress from the proposed parking area to a shared alley is provided. The tenant and business owner are working with the owner of the adjacent building to develop a shared use agreement for the alleyway. There is currently permitted use of the alley in the tenant's lease agreement. The Applicant and tenant are also making improvements to the alley curb cut to improve safety

and access to the alley. Unless additional paving and improvements are planned, the alley should not be used as a primary entry/egress for the parking area.

Section [13.1.92](#) indicates the parking standard for a manufacturing use is one stall for every three employees, based on the maximum number of employees on the premises at one time. Based on this standard, 26 total parking stalls are required. The additional stalls total 69 on site, but it is anticipated the tenant business will have 80 employees by the end of the year.

Creating or redesigning a parking area within 15 feet of a lot line or public right-of-way requires the Applicant to include accessory landscaping. Existing landscaping may be included in the calculation of the accessory landscape area. The Applicant's plan includes new plantings and a bioretention area. The additional landscaping as outlined in the landscape plan is attractive and will provide screening to the road and other businesses.

CRITERIA FOR APPROVAL:

Section [13.1.174](#) of the Zoning Code provides the criteria for site plan approval for "any construction, reconstruction, expansion or conversion." In reviewing the application using the following criteria, staff finds:

1. *The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.*

The parking site plan is appropriate for the physical character of the site and the surrounding area. The parking area design meets code setback standards.

2. *The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.*

The layout of the site's entrances, exits, interior circulation, parking area, as described in the plan, are consistent with the safety of residents and the community. The primary entry to the new parking area will be through the existing parking area via Camden Road. The Applicant must provide proof of shared use agreement for the alley and details on the improvements of the alley's paving to support any increased traffic.

3. *The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.*

As an existing developed site the proposed utility usage, drainage facilities, and waste and sanitation are adequate. The site plan has also been reviewed by City engineers and public safety officials. City Engineering's review of the site has identified additional information on the site's stormwater management plan. These comments need to be addressed prior to permitting and construction. City Services comments can be found in Appendix A.

4. *The landscaping and appearance of the completed site. The plan commission may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this section.*

The site is maintaining existing vegetation and adding additional plantings and bioretention. The plan meets accessory landscaping standards.

RECOMMENDATION:

Staff recommends the PARC approve the site and sign plan for 2101 W Camden Road as outlined in the application, with the following items being addressed:

1. Provide the shared use agreement for the rear alley.
2. Provide improvements to the alley to allow for any increased traffic.
3. Engineering and Public Safety comments as outlined in Appendix A.

ACTION REQUESTED:

To: Grant approval of the site and sign plan for 2101 West Camden Road, Tax Key Number 160-9013-000, as outlined in the application, with the following items being addressed

1. Provide the shared use agreement for the rear alley.
2. Provide improvements to the alley to allow for any increased traffic.
3. Engineering and Public Safety comments as outlined in Appendix A.

ATTACHMENTS:

1. [Review Comments](#)
2. [Civil Plans](#)
3. [PARC Application](#)
4. [SWMP Memo](#)

APPENDIX A

SUBJECT: Site Plan and Architectural Review of 2101 West Camden Road, Tax Key Number 160-9013-000

FROM: City Services Review and Comments

MEETING: Plan and Architectural Review Commission

MEETING DATE: August 13, 2024

Glendale Inspections:

1. No comments or concerns.

North Shore Fire Department:

1. No Comments. This lot will improve access to the building for fire response.

Glendale DPW and Engineering:

1. See attached document for comments.

SUBJECT: Discussion and consideration: Sign Exception for 429 West Silver Spring Drive

FROM: Benjamin Polony, Assistant to the City Administrator

MEETING: Planning and Architectural Review Commission

MEETING DATE: August 13, 2024

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§ 15.6.18.3.a

LAND DEVELOPMENT REFERENCE:

Land Use:	Business and Commercial
Zoning:	B-1
Target Investment Area:	N/A

BACKGROUND:

Section 15.6.9 of the Zoning Code permits only one wall sign per building unless it's a corner property (for which it may have up to two). The business, Grand Appliance, at 429 W Silver Spring is requesting two wall signs. The Plan Commission (PARC) may grant exceptions "*where the commission makes a finding of fact based upon the standard hereinafter prescribed, that there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the regulations of this article.*" The business at 429 W Silver Spring is located on a public road to its north and a parking lot to its west. They wish to have one wall sign above their main entrance facing the parking lot and one facing the public street.

Exceptions may be considered based on the following standards:

(e) *Standards for exceptions.*

(1) The planning and architectural review commission shall not vary the regulations of this section as authorized in subsection (a) above unless it shall make findings based upon the evidence presented to it in each specific case that all the following conditions are present:

- a. The particular physical surroundings, shape or topographical conditions of the specific property involved would result in a particular hardship upon the owner as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.

- b. The alleged difficulty or hardship is caused by this article and has not been created by any person presently having an interest in the property.
- c. The granting of the exception will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- d. The proposed exception will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

ANALYSIS: The business at 429 West Silver Spring is requesting an exemption to the requirement in subsection (g) for a second wall sign facing the public road from the original maximum of one wall sign for a retail establishment.

A retail establishment is permitted to have one wall sign, unless it meets the definition of a corner property for which then it may have two. 429 Silver Spring is located at the intersection of a parking lot inlet/outlet and a public road, thereby not meeting the definition of a corner property which is the intersection of two public roads. The retail establishment to their west, Stan's Shoes, currently has two signs already due to being grandfathered in. It is staff's option that the one wall sign regulation was designed for businesses facing the street. Grand Appliance and Stan's do not face the street and two wall signs are appropriate to (1) identify the business from the street and (2) for customers to confirm the business once they park their vehicles in the parking lot in front of the business.

Grand Appliance meets the maximum wall sign area of 150 square feet with both wall sign locations.

RECOMMENDATION: Consider approval of a sign exception for 429 West Silver Spring Drive to construct a second wall sign on the public road frontage, not-to-exceed two wall signs and waive the public hearing process.

ACTION REQUESTED: Consider approval of a sign exception for 429 West Silver Spring Drive to construct a second wall sign on the public road frontage, not-to-exceed two wall signs and waive the public hearing process.

ATTACHMENT:

1. [Property Information](#)