



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.

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AGENDA— PLANNING AND ARCHITECTURAL REVIEW COMMISSION

Tuesday October 1st, 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 August 13th, 2024, Meeting Minutes.
3. Unfinished Business
 - a. Site Plan, Signage Plan, Landscaping and Architectural Approval
 - i. Review and Possible Action: 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
4. New Business
 - a. Zoning Text Amendment
 - i. Review and Possible Action: Recommendation to the Common Council on a Zoning Text Amendment, Amending 13.1.37.5 to allow Indoor Self-Storage Facilities as a Conditional Use in the B-5 Zoning District, Repealing Sections 13.1.34 (C) and 13.1.37 (b) of Title 13 of Article C and Creating Section 13.1.41 of Title 13, “Conditional Use Standards”

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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.

- ii. Review and Possible Action – Recommendation to the Common Council on a Zoning Text Amendment, Repealing Sections 13.1.34 (C) and 13.1.37 (b) of Title 13 of Article C, Creating Section 13.1.20 (B) to allow Daycare Facilities as a Conditional Use in the B-4 Zoning District, and Creating 13.1.41 of Title 13 (2), “Conditional Use Standards”

5. Next Meeting Date and Adjournment:

- a. Next Planning and Architectural Review Commission (PARC) Meeting 6:00 p.m., Tuesday, November 5, 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.

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AGENDA— PLANNING AND ARCHITECTURAL REVIEW COMMISSION

Tuesday August 13th, 2024

6:00 PM.

*Members: Chairman and Mayor Bryan Kennedy, Alderman Phillip Bailey,
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Traci Fernandez, and Raymond Carlson (Alternate)*

Roll Call

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

Other Officials Present: Benjamin Polony, Assistant to the City Administrator and Meredith Perks, City Planner

Adoption of July 9, 2024, Meeting Minutes: Commissioner Cohn made a motion to approve the July 9th minutes. Seconded by Alderman Bailey. Motion to approve minutes with spelling correction for Republican. Motion carried unanimously.

Major or Minor Amendment to a Development Agreement - 5201 N Port Washington Road:

There was a presentation and general discussion on whether Chik-fil-a at 5201 N Port Washington Road may have up to two accessory design structures as a major or minor amendment to their development agreement. There was a general discussion whether the addition of the accessory design structures was a minor or major amendment to the development agreement and the location of the structures.

Motion: Commissioner Cohn made a motion to approve the addition of the two accessory design structures as a minor amendment with the condition that the owners work with the

zoning administrator to move the accessory structure closer to the building and signage be added to it. Seconded by Commissioner Nelson. Motion carried unanimously.

Site Plan, Signage Plan and Architectural Approval: 6280 N Port Washington Road: There was a general discussion regarding the requested approval of a site plan, signage plan and architectural plan for 6280 N Port Washington Road for three tenant commercial building including one drive-through. There was a discussion on the availability of parking versus the City Code. The business owner was present to confirm discussions with their neighbors on either side of the property to expand parking availability.

Motion: Commissioner Story moved approval of the site plan, contingent upon occupancy adherence to the City's parking standards for the development. Seconded by Commissioner Fernandez. Motion carried unanimously.

Site Plan, Signage Plan and Architectural Approval: 6100 N Green Bay Road for Van Horn Auto Group: A general discussion occurred regarding the requested approval of a site plan for 6100 N Green Bay Road for Van Horn Auto Group, an automobile sales and service use. There was a discussion on the landscaping, lighting and placement of the new structures. Members of the commission voiced concerns with the site plans due to lack of landscaping blocking the view to the parking lot from the road.

Motion: Commissioner Cohn made a motion that the developer return to the PARC with a new parking lot landscape plan for consideration. Seconded by Alderman Bailey. Motion carried unanimously.

Site Plan, Signage Plan and Architectural Approval: 239 W Clovernook Lane: There was a general discussion regarding the requested approval of a site plan for a residential addition to 239 W Clovernook Lane.

Motion: Commissioner Storey made a motion to approve the site plan. Seconded by Commissioner Fernandez. Motion carried unanimously.

Site Plan, Signage Plan and Architectural Approval 2101 W Camden Road: There was a general discussion regarding the site plan of an expansion to a commercial parking facility at 2101 W Camden Road.

Motion: Commissioner Cohn made a motion to approve site plan, signage plan and architectural for 2101 W Camden Road. Seconded by Alderman Bailey. Motion carried unanimously.

Exception to Section 15.9.(g) of the City Code for 429 W Silver Spring Drive: There was a brief discussion to provide an exception to Section 15.9.(g) of the City Code to allow Grand Appliance at 429 W Silver Spring Drive to have up to two wall signs. One facing the parking lot and the other the public road.

Motion: Commissioner Fernandez made a motion to approve, seconded by Commissioner Storey. Motion carried unanimously.

Adjournment. Alderman Bailey made a motion to adjourn. Seconded by Commissioner Carlson. Motion carried unanimously. Chairman Mayor Kennedy adjourned the meeting at 7:23pm.

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

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 DATE: October 1, 2024

MEETING: Plan and Architectural Review Commission

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 **revised** 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 brought for review, at the August 13 meeting of the Planning and Architectural Review Commission, a site plan, architecture plan, landscaping plan and sign plan. Upon review, the commission found the landscape plan needed more plantings and made a motion to table the discussion until the developers returned with an updated landscape plan.

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 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 in diameter for the caliper and 6 feet and 5 feet, as described in the landscape plan, to ensure they provide adequate coverage.

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 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.*

RECOMMENDATION:

Staff recommends the Plan Commission approve the site plan, architectural plan, landscaping 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 in diameter for the caliper and 6 feet and 5 feet, as described in the landscape plan and add additional screening on the south end of the site to buffer between the neighboring use.
2. Demonstration on the photometric plan to confirm that all lighting meets City standards of no more than 3 foot-candles at the lot line and that light poles are not taller than 15 feet.
3. Adherence to Engineering and Public Safety comments as outlined in Appendix A.

ACTION REQUESTED:

To: Grant approval of the site plan, architectural plan, landscaping 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 in diameter for the caliper and 6 feet and 5 feet, as described in the landscape plan and add additional screening on the south end of the site to buffer between the neighboring use.
2. Demonstration on the photometric plan to confirm that all lighting meets City standards of no more than 3 foot-candles at the lot line and that light poles are not taller than 15 feet.
3. Adherence to Engineering and Public Safety comments as outlined in Appendix A.

ATTACHMENTS:

1. Appendix A: City Services Review and Comments
2. [Architectural Plan](#)
3. [Landscaping Plan](#)
4. [Lighting Plan](#)
5. [Sign Plan](#)

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: October 1, 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: Zoning Text Amendment to allow Indoor Storage Facilities as a Conditional Use in B-5 Zoning District

FROM: Karl Warwick, City Administrator
Meredith Perks, Community Development Director

MEETING DATE: October 1st, 2024

FISCAL SUMMARY:

Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	13.1.37.5

BACKGROUND/ANALYSIS: Storsafe Ventures has submitted a Planning and Architectural Review Commission Application for a Zoning Text Amendment to permit indoor, self-storage storage facilities as a conditional use in the B-5 zoning district. The B-5 zoning district is generally located on the south side of Mill Road between the City's border with Milwaukee and Willow Glen Lane, across from Glen Hills Middle School. The Glendale Comprehensive Plan Future Land Use Map shows this area as Planned Mixed Use. The Planned Mixed Use future land use category is "intended to facilitate a carefully controlled mix of commercial and residential uses" and "Planned Mixed Use areas are intended as vibrant urban places that should function as community gathering spots. This category advises a carefully designed blend of planned commercial, light industrial, mixed residential, parks and open space, and community facilities land uses."

Storsafe Ventures is proposing to reconstruct the properties known as 2345 and 2401 West Mill Road in accordance with the proposed attachments. The current uses are a power wash equipment sales, self-storage, and a moving rental facility for moving trucks and other moving equipment. None of these "uses" are permitted in the B-5 zoning district.

Permitted uses in the B-5 zoning district are:

1. Professional services and administrative offices.
2. General corporate headquarters offices.
3. Medical and dental offices.
4. Sales offices.
5. Financial services, insurance, and real estate offices.
6. Financial institution offices or headquarters without customer banking.
7. General business offices with common accessory uses (light manufacturing) not exceeding 60 percent of the gross floor area of the primary structure.
8. Any other use found to be a similar use by the plan commission upon review of application.

Storsafe is proposing to make improvements to the existing site, including demolition and reconstruction of the existing two-story building. To permit this use, the City must take action. Self-storage as a conditional use means the City can intervene to limit its impact.

RECOMMENDATION: The Planning and Architectural Review Commission is being asked whether to submit a positive recommendation to the Common Council for a text amendment to permit indoor self-storage storage as a conditional use in the B-5 zoning district. Possible conditions for this use for this could include:

1. The only activities permitted in individual storage units shall be the rental of the unit and the pickup and deposit of goods and/or property in dead storage. Storage units shall not be used for activities such as: residences, offices, workshops, studios, hobby or rehearsal areas or for manufacturing, fabrication, or processing of goods, service or repair of vehicles, engines, appliances or other electrical equipment, or any other industrial activity.
2. Conducting retail sales of any kind, including garage or estate sales or auctions or to conduct any other commercial activity is forbidden.
3. Storage of flammable, perishable or hazardous materials or the keeping of animals is not allowed.
4. Accessory uses such as the rental of trucks, trailers or moving equipment are prohibited unless approved as part of the Conditional Use approval and said areas are in the rear of the subject development and screened appropriately.
5. Self-service storage facilities adjacent to residential zones shall not operate or allow tenant access between the hours of 10:00 p.m. and 6:00 a.m.
6. Outdoor Storage is prohibited. All goods and property stored in a self-service storage facility shall be stored in an enclosed building. Outdoor storage of boats, RVs, vehicles, etc., or storage in outdoor storage pods or shipping containers is not permitted.
7. No electrical outlets are permitted inside or outside for individual storage units. Lighting fixtures and switches shall be of a secure design that will not allow tapping the fixtures for other purposes.
8. Landscape buffers (trees, hedges, plantings, or a combination thereof) shall be installed adjacent to and across from all properties as approved by the Planning and Architectural Review Commission.
9. All areas intended for driving, parking and loading shall be paved with asphalt or concrete.
10. The overall height of light fixtures installed to illuminate parking lots and exterior grounds shall not exceed 15 feet or the height of the principal structure.

ACTION REQUESTED: Make a recommendation to the Common Council on the zoning text amendment. Site plan approval and the conditional use process would commence upon approval of the zoning text amendment.

ATTACHMENTS:

1. [Planning and Architectural Review Commission Application](#)
2. [Proposed Ordinance](#)
3. [Site Plan \(preliminary\)](#)
4. [Possible Renderings \(preliminary\)](#)
5. [2345 Mill Road](#)
6. [Zoning Map](#)

SUBJECT: Zoning Text Amendment to allow Daycare Centers as a Conditional Use in B-4 Zoning District

FROM: Benjamin Polony, Assistant to the City Administrator

MEETING DATE: October 1, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

The property at 6045 N Green Bay Road is currently zoned as a B-4 Office-Research-Service business district. Daycares are not listed as a permitted use.

Permitted uses in the B-4 zoning district are:

1. Professional services and administrative offices.
2. General corporate headquarters offices.
3. Medical and dental offices and centers.
4. Research establishments.
5. Sales offices.
6. Financial, insurance and real estate offices.
7. Business and office equipment, supplies and services.
8. Restaurants: seated dining, full waiting service (no drive-through service).
9. Studios for photography, painting, music, sculpture, dance or other recognized fine arts.
10. Any other uses found to be similar use by the plan commission or community development authority upon review of application.
11. Motor vehicle sales auto dealerships approved and in existence prior to January 2002.

Glendale Heights Childcare, currently located at 2315 W Good Hope Road, is seeking a zoning text amendment to add daycare as a permitted use to B-4 zoning. Approving this zoning text amendment would permit daycares as a conditional use in the B-4 zoning District. They are currently only permitted in the B-2, Community Business Zoning District and the M-1, Industrial Zoning District as a conditional use.

They desire to occupy the parcel at 6045 N Green Bay. Once/if the zoning text amendment is approved, Glendale Heights would then seek approval through the PARC.

RECOMMENDATION:

Make a recommendation to the Common Council on the zoning text amendment.

ACTION REQUESTED:

Make a recommendation to the Common Council on the zoning text amendment.

ATTACHMENTS:

1. [Glendale Heights Application](#)
2. [Zoning Map](#)
3. [Proposed Ordinance](#)