



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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Meeting ID: 963 2482 7479

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AGENDA— PLANNING AND ARCHITECTURAL REVIEW COMMISSION

Tuesday December 3rd, 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 November 12th, 2024, Meeting Minutes.
3. New Business
 - a. Site Plan and Architectural Approval
 - i. Review and Possible Action: Architectural Review for 4160 North Port Washington Road, Tax Key Number 242-1198-003
 - b. 2025 Meeting Dates
 - i. Review and Possible Action: Planning and Architectural Review Meeting Schedule Changes for 2025
4. Next Meeting Date and Adjournment:
 - a. Next Planning and Architectural Review Commission (PARC) Meeting 6:00 p.m., Tuesday, January 7, 2025
5. Adjournment.

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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.

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MINUTES — PLANNING AND ARCHITECTURAL REVIEW COMMISSION

Tuesday November 12th, 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)*

Roll Call

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

Absent: None

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

Adoption of August 13, 2024, Meeting Minutes: Commissioner Seligman made a motion to approve the October 2nd minutes. Seconded by Storey. Motion to approve minutes with correction on who seconded the meeting adjournment. Motion carried unanimously.

Building Plan and Architectural Approval: There was a presentation and general discussion of a detached garage for 914 W Eula Court.

Motion: Commissioner Storey made a motion to approve staff's recommendation. Seconded by Commissioner Nelson. Motion carried unanimously.

Site Plan and Architectural Review: There was a presentation and general discussion regarding a home addition to 7120 N Longview Ave. Mayor Kennedy questioned the need for this type of addition to come before the PARC and it was determined that future home additions in the back of a property can be handled by staff internally.

Motion: Commissioner Cohn motioned approval of staff's recommendation. Seconded by Commissioner Fernandez. Motion carried unanimously.

Conditional Use, Site Plan, Sign, and Architectural Review: A presentation and general discussion occurred regarding the self-storage facility at 2345 West Mill Road to establish a new

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MINUTES — PLANNING AND ARCHITECTURAL REVIEW COMMISSION

StorSafe self-storage business. Staff mentioned a public hearing would still be needed to approve the conditional use.

Motion: Commissioner Carlson made a motion to approve staff's recommendation. Seconded by Commissioner Cohn. Motion carried unanimously.

Review and Possible Action: Recommended Parking Ordinance: A presentation and general discussion occurred regarding a staff proposed ordinance to create a uniform parking ordinance establishing parking standards for different uses. Commissioner Seligman recommended staff insert bike parking requirements into the ordinance.

Motion: Commissioner Cohn made a motion to recommend the Ordinance to the common council and hold a public hearing. Seconded by Commissioner Fernandez. Motion carried unanimously.

Adjournment. Commissioner Story made a motion to adjourn. Seconded by Commissioner Cohn. Motion carried unanimously. Chairman Mayor Kennedy adjourned the meeting at 6:42pm.

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

SUBJECT: Architectural Review of 4160 North Port Washington Road, Tax Key Number 242-119-8003

FROM: Benjamin Polony, Assistant to the City Administrator

MEETING DATE: December 3, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS:

The applicant is seeking to renovate an existing building and site at 4160 North Port Washington Road to prepare the building for new tenants and subsequent customers. The building is part of a Planned Development Agreement, known as Beerline Crossing, located in the M-1 Industrial Zoning District. In April of 2024, the PARC approved an amendment to the PUD as a minor amendment allowing for the proposed future business uses provided on the application.

The site is already developed and applicant does not seek to build beyond the existing footprint. The application also seeks to make interior improvements including new drywall, painting, flooring, and updating of plumbing, electric, and new fire system. New truck dock pits and garage doors will be installed in the building. Setback requirements are met, and staff believes the architectural style of the building materials to be used in the exterior renovation are an aesthetic improvement.

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 proposed building plan is appropriate for the physical character of the site and the surrounding area.

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.



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. Building plans conditional on review by city services and receiving a permit prior to construction beginning.

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 would maintain its current landscaping with an updated appearance.

RECOMMENDATION:

Approval of the Architectural Review for 4160 N Port Washington Road as outlined in the application, subject to the following conditions:

1. Compliance with City Service comments prior to receiving a construction permit.

ACTION REQUESTED:

Motion to: Grant approval of the Architectural Review for 4160 N Port Washington Road as outlined in the application, subject to the following conditions:

1. Compliance with City Service comments prior to receiving a construction permit.

ATTACHMENTS:

1. [Application](#)
2. [Building Plan](#)
3. [Drawings](#)
4. [PD Minor Amendment Approval](#)

SUBJECT: Meeting Schedule Changes 2025
FROM: Benjamin Polony, Assistant to the City Administrator
MEETING DATE: December 03, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS

As required by City Ordinance, the Planning and Architectural Review Commission meets on the first Tuesday of each month at 6 PM at City Hall. The Commission has the ability to move the time and location with a vote of the Commission. To accommodate holidays, elections, and National Night Out, the commission regularly moves its meeting dates.

RECOMMENDATION:

For 2025, the commission should move the following meeting dates:
April 8, 2025 (to accommodate the Spring elections on April 1)
August 12, 2025 (for National Night Out on August 5)

ACTION REQUESTED:

Motion to approve the 2025 meeting date changes as presented:
April 1, 2025 to April 8, 2025
August 5, 2025 to August 12, 2025

ATTACHMENTS: