



**CITY OF GLENDALE
City Hall
Glendale, Wisconsin 53209**

This meeting is in person, but will broadcast over Zoom.

Join Zoom Meeting

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Meeting ID: 975 9968 6909

+1 312 626 6799 US (Chicago)

AGENDA-PLANNING AND ARCHITECTURAL REVIEW BOARD MEETING

Tuesday, June 3, 2025

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 Minutes**
 - a. Adoption of May 6, 2025, Meeting Minutes
- 3. Public Hearing**
- 4. New Business**
 - a. Architectural Review: 902 W Eula Court New Home Construction, Tax Key Number 2331047000
- 5. Unfinished Business**
 - a. Business Use Approval: Open Wings Learning Community Inc., 4650 North Port Washington Road, Tax Key Number 2348012000
- 6. Set the Next Meeting Date**
- 7. Adjournment**

The Planning and Architectural Review Commission currently holds meetings in person at City Hall, or an

alternative physical location as allowed by the City Ordinance. As a courtesy to residents, Council meetings will also be made available live on 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.



CITY OF GLENDALE

5909 North Milwaukee River Parkway

Glendale, Wisconsin 53209

MINUTES- Planning and Architectural Review Board

Tuesday, May 6, 2025

6:00 PM

1. Roll Call and Pledge of Allegiance

2. Adoption of Minutes

a. Adoption of April 8, 2025, Meeting Minutes

Motion made by Commissioner Seligman and Seconded by Commissioner Storey to Approve Adoption of April 8, 2025, Meeting Minutes was Ayes: Unanimous Noes: None Abstain: None

3. New Business

a. Business Use Approval: Caring with Hearts Childcare LLC, 5554 N. Dexter Avenue, Tax Key Number 19420160000

Staff provided a brief overview of a business use approval request for a home daycare operation which is not prohibited by the City's home occupations' ordinance. Mayor Kennedy asked the business owner to confirm they're already licensed by the State which they confirmed.

Motion made by Commissioner Carlson and Seconded by Commissioner Nelson to grant Business Use Approval: Caring with Hearts Childcare LLC, 5554 N. Dexter Avenue, Tax Key Number 19420160000 was. Ayes: Unanimous Noes: None Abstain: None

b. Business Use Approval: Open Wings Learning Community Inc., 4650 North Port Washington Road, Tax Key Number 2348012000

Staff provided a brief overview of a private school seeking to expand into a planned development district. Staff noted that no development agreement can be found for the property, but similar to prior approvals an approved use for this district would be based off of prior occupations within the building. Mayor Kennedy asked if anyone from Open Wings was present, which none were and asked that a decision on the application be postponed until staff from Open Wings could be present to answer questions. Commissioner Seligman asked what the scope of powers are for the commission with business use approval. Administrator Warwick pointed out that the fact it is a permitted use was already determined, and the role to say no from the commission was really not an option. Mayor Kennedy added that the commission has the ability to ask questions to understand a business wanting to open better.

Motion made by Commissioner Cohn and Seconded by Alderman Bailey to Table Business Use Approval: Open Wings Learning Community Inc., 4650 North Port Washington Road, Tax Key Number 2348012000 was. Ayes: Unanimous Noes: None Abstain: None

Motion made by Commissioner Seligman and Seconded by Commissioner Nelson to invite the superintendent of the school district Anna Young to attend the next meeting. Ayes: Unanimous Noes: None Abstain: None

c. Review: Comprehensive Outdoor Recreation Plan (CORP)

Vandewalle & Associates Planning Consultant Meredith Perks provided an overview of the new Comprehensive Outdoor Recreation Plan for the City and the role of the Planning and Architectural Review Commission for it. There was general discussion on the topic.

4. Set the Next Meeting Date

Next Meeting date is June 3, 2025.

5. Adjournment

Motion made by Commissioner Cohn and Seconded by Commissioner Carlson to Adjournment. Ayes: Unanimous Noes: None Abstain: None

[MIN_SIGNATURES]

SUBJECT: Discussion and consideration of an architectural review for a new single-family residential building at 902 W Eula Court, in the R-7A Residential Zoning District, Tax Key Number 2331047000

FROM: Meredith Perks

MEETING: Planning and Architectural Review Commission

MEETING DATE: June 3, 2025

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: 13.1.31

BACKGROUND & ANALYSIS: The applicant is proposing construction of a new single family home on a currently vacant lot located at 902 West Eula Court. The property is zoned R-7A. The proposed single family home is a permitted use in the R7-A district and does not require a zoning change.

Yard/Height Requirement	R-7A Zoning Standard	Proposed SF Home
Maximum Building Area	35%	8.12% (2,450 sf)
Minimum Front Setback	25 ft	53.96 ft
Minimum Side Yard (East)	7 ft	12.46 ft
Minimum Side Yard (West)	3 ft	12.46 ft
Minimum Rear Yard	15 ft	218 ft
Maximum Building Height	40 ft	16.5 ft
Minimum Lot Width	70 ft	80 ft
Minimum Lot Area	7,200 sf	30,154 sf

The proposed home meets the required setbacks and design specifications for a single family home in the R-7A zoning district.

The home will feature black board and baton siding with a wood-like finished aluminum siding next to the front door. A list of material sources is included in the attachments to this report. The home will include a partially finished basement and first floor living space. The design is modern with a slanted roof over the street-facing two-car garage. The home will also include a screen porch and outdoor patio at the rear of the building. Landscaping details have not been provided at this time.

City Services, including City Engineering, have provided preliminary comments as attached in Appendix A. Comments to be addressed include:

- Site grading plan with proposed contours and spot elevations
- Proposed finished floor elevation
- Proposed sump discharge location
- Water and sewer service alignment

RECOMMENDATION: Staff recommend the Planning and Architectural Review Commission grant architectural approval for the home construction at 902 W Eula Court, subject to adherence to all City Services comments.

ACTION REQUESTED: Motion to grant architectural approval for the new home construction at 902 W Eula Court, subject to adherence to all City Services comments.

ATTACHMENTS:

902 W Eula Ct Plat of Survey, 902 W Eula Ct Elevation Rendering, 902 W Eula Ct Architectural Documents, 902 W Eula Ct Materials List, 902 W Eula Ct PARC Application , 902 W Eula Ct Appendix A

Plat of Survey



Property Description:
Document No. 11433845

260 Regency Court Suite L100
Brookfield, WI 53045 (262) 312-1034
landsurveysinc.com

Lots 11 and 12, in Block 4, in Assessment
Subdivision No. 75, in the Northwest 1/4 of
Section 5, Township 7 North, Range 22 East,
in the City of Glendale, Milwaukee County,
Wisconsin.

LEGEND

- Chiseled Cross Found
- Monument Found as Noted
- Water Valve
- Utility Pole
- Elevation Marker
- Chain Link Fence
- Wire Fence
- Existing Overhead Wires
- Existing 8" Sanitary Sewer Line
- Existing 2" Gas Line
- Existing 8" Water Line
- Existing Floodplain Elevation = 622.1
- Existing Minor Contour
- Existing Minor Contour
- Proposed Silt Fence
- Decidious Tree

Notes:

- A title commitment has not been provided and this parcel may be subject to, or benefit from, easements or agreements, written or otherwise, not shown hereon.
- Outside diameter measured on all monuments. Set monuments are 1.50lbs/Lineal Foot.
- () Indicates recorded as bearings and dimensions.
- Field work completed on 03/13/25.
- No soils information per Web Soils Surveys USDA GIS.
- Part of the subject property lies within Flood Zone AE per FEMA Firmette Map 55079C0081F with effective date 10/24/24. Base flood elevation for subject property is calculated as 622.1 feet.
- Elevations are referenced to NAVD88.

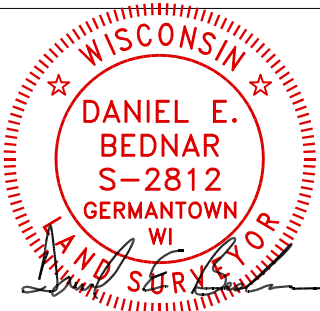
SURVEYOR'S CERTIFICATE

ZONING AND SETBACKS

Zoning = R-7A, Residence District, per
online City of Glendale Zoning Map.

Setbacks per online City of Glendale
Zoning Code:
Front = 25 feet
Side (North or West) = 3 feet
Side (South or East) = 7 feet
Rear = 15 feet

I hereby certify that we surveyed the
property described above and that
the map is a true representation
thereof and shows the size and
location of the property, it's exterior
boundaries. Said survey meets the
minimum standards for property
surveys of the Wisconsin
Administrative Code (A-E7) and the
map hereon is correct to the best of
my knowledge and belief. This
Survey is solely for the use of the
present owners of the property at
the date below.



Dated this 21st Day of September, 2024:
Daniel E. Bednar S-2812

REVISIONS

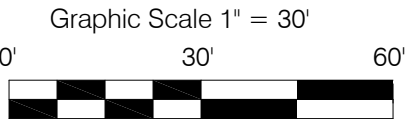
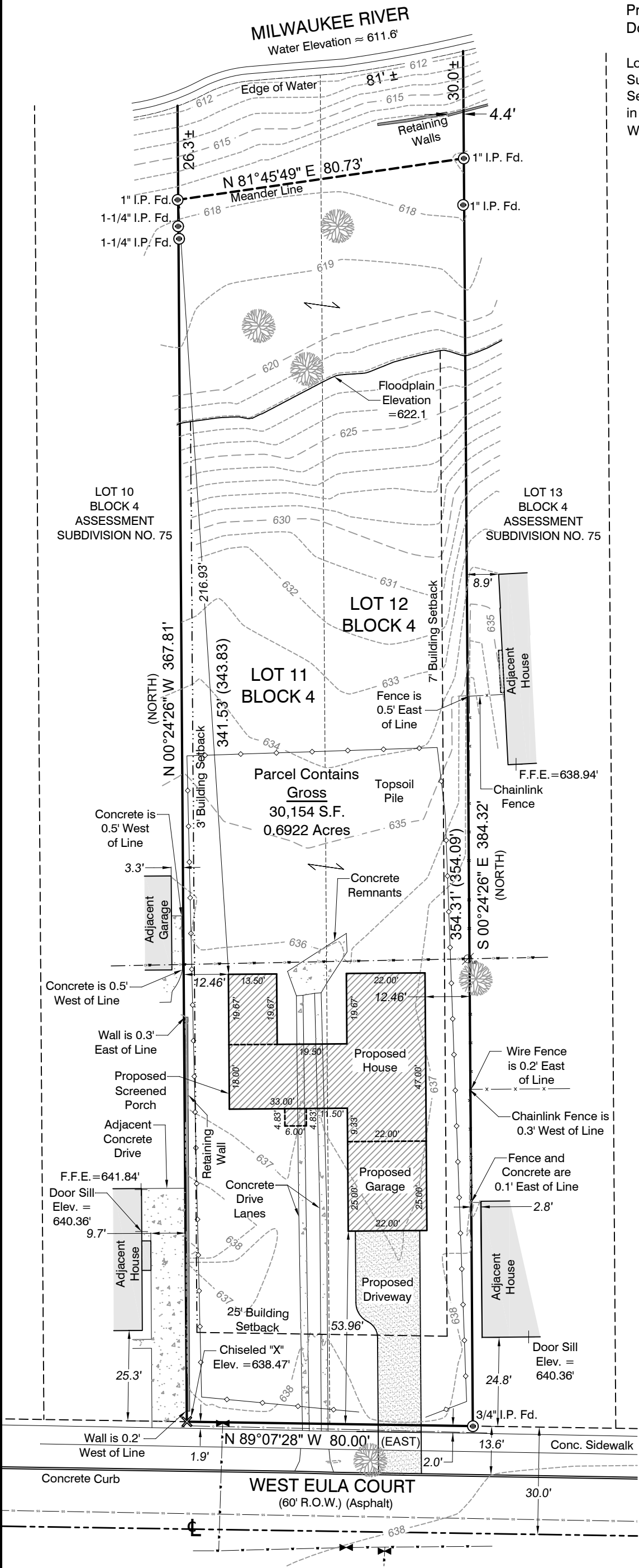
- Erosion control permit updates - JC 03/19/25
- Added proposed house - JC 04/02/25
- Added proposed driveway - JC 04/04/25
- Revised prop. driveway, Silt fence, trees - DB 04/04/25

PREPARED FOR:

Esmeralda Sambar and
Kalah Krogmann
902 West Eula Court
Glendale, Wisconsin 53209

BEARINGS ARE REFERENCED TO
ASSESSMENT SUBDIVISION NO. 75,
NORTH LINE OF WEST EULA COURT
BLOCK 4 WHICH BEARS N 89°07'28" W
(NORTH) NAD 83/2011

Drawn By: JC Job# 24344
Sheet 01 of 01



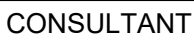
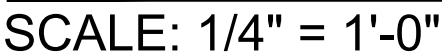
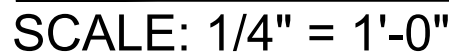


1. SUB-CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO COMMENCING CONSTRUCTION.
2. ALL WORK OF THE SUB-CONTRACTOR SHALL BE IN ACCORDANCE WITH APPLICABLE BUILDING CODES AND COMPLY WITH ALL GOVERNING LAWS, AND FEDERAL JURISDICTION INCLUDING THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES.
3. THE SUB-CONTRACTOR SHALL REPORT IMMEDIATELY ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND THOSE SHOWN ON THE CONSTRUCTION DOCUMENTS, TO THE ARCHITECT.
4. DO NOT SCALE DRAWINGS.
5. VERIFY ALL ROUGH-IN DIMENSIONS FOR ALL BUILT IN EQUIPMENT PRIOR TO PERFORMING WORK. NO CHANGE ORDERS SHALL BE APPROVED FOR SUB-CONTRACTOR'S FAILURE TO DO SO.
6. THE SUB-CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CUTTING, FITTING, OR PATCHING THAT MAY BE REQUIRED TO COMPLETE THE WORK.
7. REPETITIVE FEATURES IN THE CONSTRUCTION DOCUMENTS ARE OFTEN DRAWN ONLY ONCE AND SHALL BE COMPLETELY PROVIDED AS IF DRAWN IN FULL.
8. THE GENERAL CONTRACTOR WILL NOT BE HELD RESPONSIBLE FOR ANY WORK PERFORMED BY SUB-CONTRACTOR WHICH DEVIATES FROM THESE CONSTRUCTION DRAWINGS, UNLESS FIRST APPROVED BY ARCHITECT.

The diagram illustrates four types of exterior wall and door/window details, each with a corresponding label and dimensions:

- NEW POURED CONCRETE WALL:** A cross-section of a wall with a width of 2'-0" x 5'-0".
- NEW 2 X 6 WOOD STUD WALL:** A cross-section of a wall made of 2x6 wood studs.
- NEW 2 X 4 WOOD STUD WALL W/ 1/2" DRYWALL BOTH SIDES:** A cross-section of a wall made of 2x4 wood studs with 1/2" drywall on both sides.
- NEW DOOR & DOOR SIZE:** A cross-section of a door frame and door, with a height of 36 x 80.

Below these details, the text "BEDROOM" is written in a large, bold, sans-serif font. To the right of "BEDROOM", the text "ROOM / AREA IDENTITY" is written in a smaller, bold, sans-serif font. Below "BEDROOM", the text "ELEVATION IDENTITY" is written in a smaller, bold, sans-serif font. To the right of "ELEVATION IDENTITY", the text "SECTION IDENTITY" is written in a smaller, bold, sans-serif font.



PROJECT NAME
EULA COURT
RESIDENCE

PROJECT ADDRESS
902 W. Eula Court
Glendale, WI 53209

[illegible]

SCHMIDT ARCHITECTS, LLC
PROJECT NUMBER
2025-103

DATE
April 01, 2025

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WERE CREATED AND DEVELOPED FOR THIS SPECIFIC PROJECT AND SHALL NOT BE REUSED IN ANY

SHEET TITLE

SHEET NUMBER

A1.0

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Figure 1: Basic Building Symbols

NEW POURED CONCRETE WALL
2'-6" x 5'-0"

NEW 2 X 6 WOOD STUD WALL

NEW 2 X 4 WOOD STUD WALL
W/ 1/2" DRYWALL BOTH SIDES

BEDROOM

ROOM / AREA IDENTITY

1
A2.1

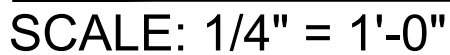
ELEVATION IDENTITY

36 x 80

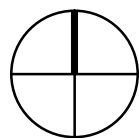
NEW DOOR & DOOR SIZE

1
A3.1

SECTION IDENTITY



(1,628 S.F.)



PROJECT NAME
EULA COURT
RESIDENCE

PROJECT ADDRESS
902 W. Eula Court
Glendale, WI 53209

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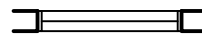
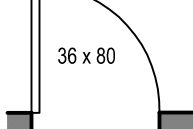
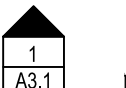
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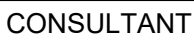
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GENERAL NOTES:

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FLOOR PLAN LEGEND

	NEW POURED CONCRETE WALL		NEW WINDOW, WINDOW FRAME & WINDOW SIZE 2'-6" x 5'-0"
	NEW 2 X 6 WOOD STUD WALL	<u>BEDROOM</u>	ROOM / AREA IDENTITY
	NEW 2 X 4 WOOD STUD WALL W/ 1/2" DRYWALL BOTH SIDES		ELEVATION IDENTITY
	NEW DOOR & DOOR SIZE		SECTION IDENTITY



PROJECT ADDRESS
902 W. Eula Court
Glendale, WI 53209

[illegible]

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SHEET NUMBER

A1.2



PROJECT NAME
EULA COURT
RESIDENCE

PROJECT ADDRESS
902 W. Eula Court
Glendale, WI 53209

[illegible]

SCHMIDT ARCHITECTS, LLC
PROJECT NUMBER
2025-103

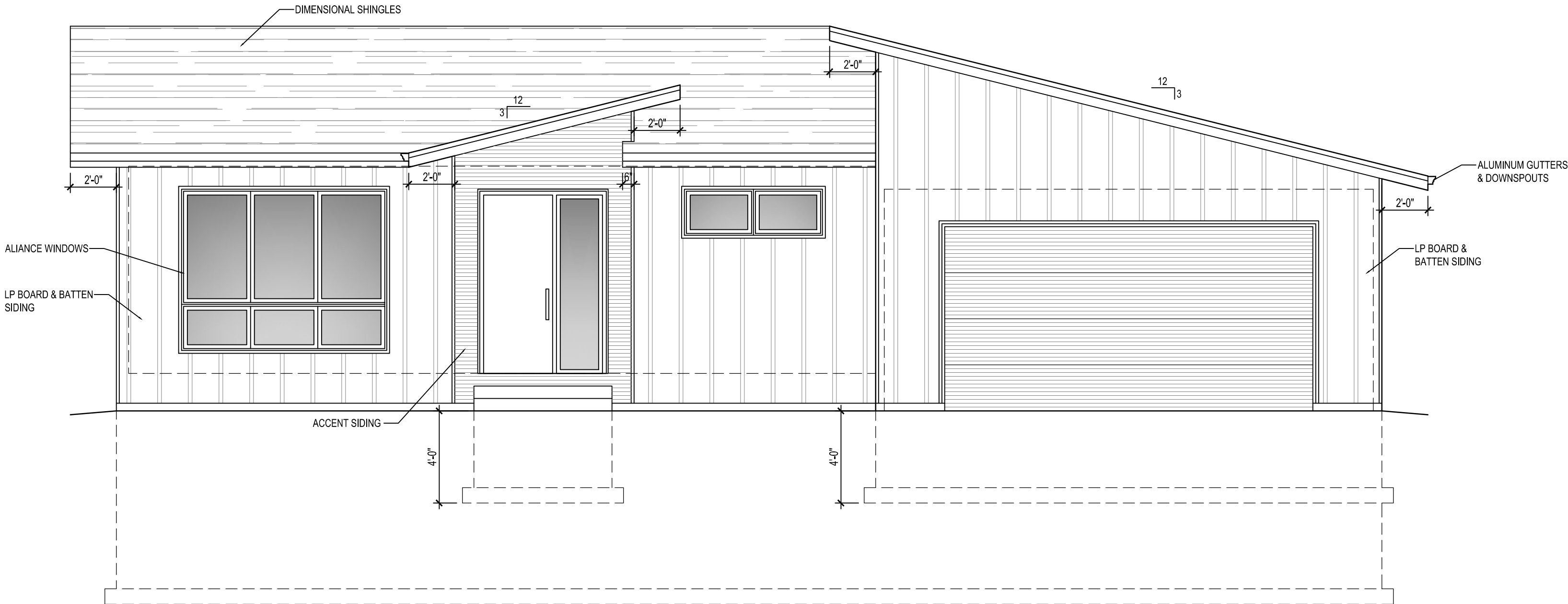
DATE
April 01, 2025

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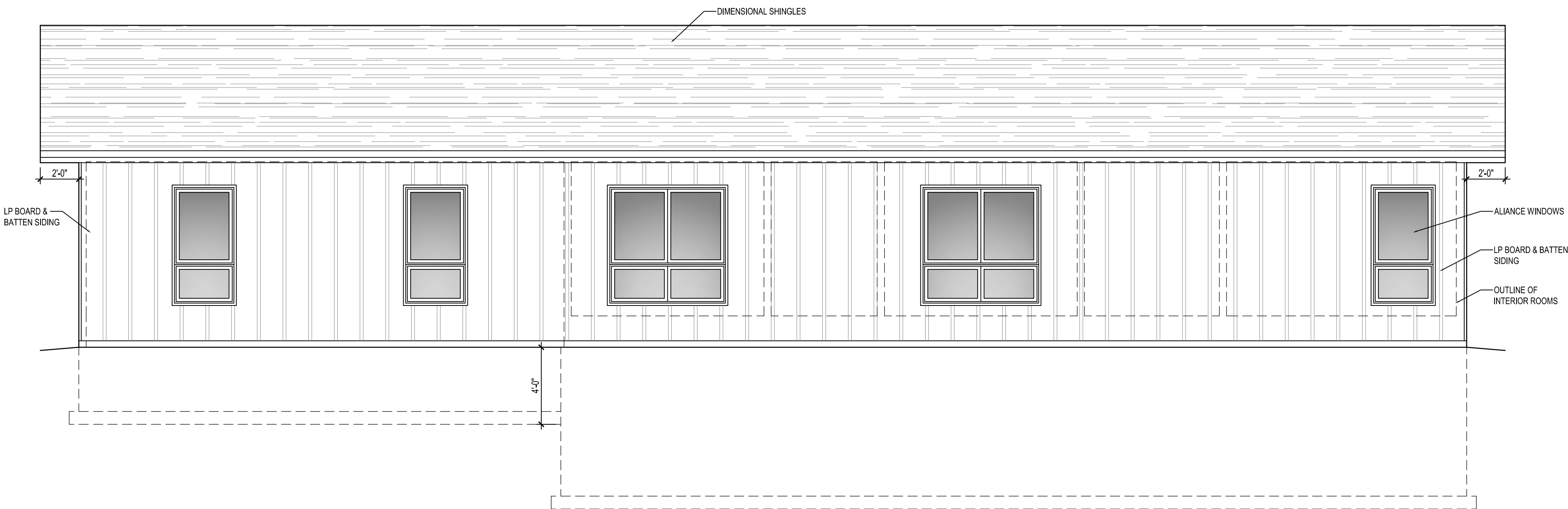
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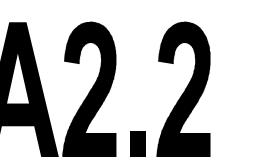
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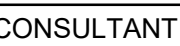


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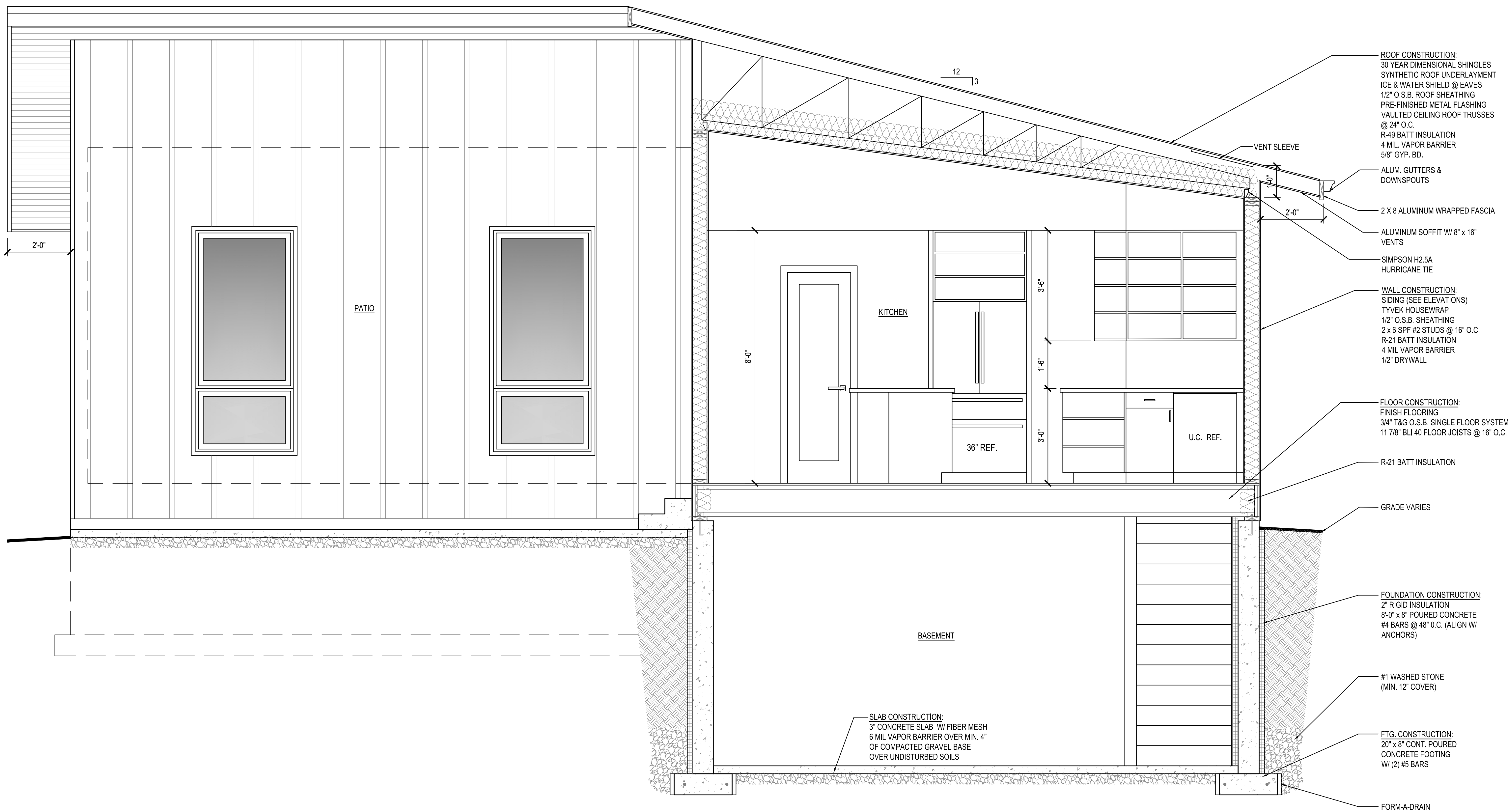
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Glendale, WI 53209

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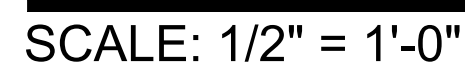
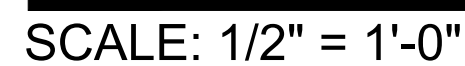
SHEET NUMBER

Page 14 of 29



SECTION @ GREAT ROOM LOOKING EAST
SCALE: 1/2" = 1'-0"

1



A3.2



PROJECT ADDRESS
902 W. Eula Court
Glendale, WI 53209

[illegible]

SHEET TITLE

SHEET NUMBER

APPLICATION BUILDING MATERIALS:
902 West Eula Court, Tax Key Number 231047000
– Single Family Home

1. LP Smartside, Board and Baton, Black <https://diamondkotesiding.com/>
2. Black Atlas Shingles <https://www.atlasroofing.com/choose-your-shingles>
3. Black aluminum soffit and fascia <https://www.edcoproducts.com/products/soffit-fascia-trim.html>
4. Fiberglass front door with side light. <https://www.thermatru.com/explore-products/design-your-door?styleFamily=CCW8905#inspire=/quote/2e83491d-1257-4be8-8ce3-1fe7c7ea0788/line-items/a2a5630c-6ae6-4c39-a615-c323d5c51465/configure>
5. Casement windows with black exterior <https://www.alliancewindows.com/pages/Home.cfm>
6. Chem Clad for the accent siding around the door. <https://chamclad.com/finishes/>

Plan of Operation / Business Plan Submission Information

For applications regarding approval of a new business please provide the following information in a written plan of operation or business plan.

1. Name of Business, Address
2. Name of Owner, Address
3. Name of Applicant (if different from owner)
4. Legal Description of Property
5. Tax-Key
6. Zoning of Property
7. Project Description
8. Lot Size (Depth, Width, Area)
9. Dimensions and all levels (floors) of buildings
10. Total Floor Area
11. Specific uses of the entire property and buildings
12. Minimum and maximum numbers of employees
13. Days of Operation
14. Hours of Operation
15. Signage (Type, Lighted?, Wall, Free-Standing, Monuments, Size, Location, etc.)
16. What Conditions has the State or County imposed upon your use of the property?
17. Security Fencing
18. Do you feel there will be any problems such as Noise, Odors, Glare, Potential Fire Hazards, or Smoke resulting from the proposed use?
19. Are you proposing food services?
20. Did the State of Wisconsin approve your interior building plans?
21. What provisions are you making for fire protection and human safety?
22. What are your rules and regulations of the property?
23. List the Timetable for completion of building construction and anticipated opening date.
24. Proposed On-site Security Measures
25. Anticipated maximum number of facility users and viewers at one time (including special events)
26. Any other information you or the Plan Commission may determine is pertinent.
27. Business Plan
28. Entire Grant Application and County Issued Request for Proposal
29. Your Name, Signature, and Date on the Plan of Operation Document

OTHER INFORMATION REQUIRED

In addition to the information above, the following items are also required:

- Complete set of building plans (floor plans, elevation drawings, artistic images).
- Set of any site and landscaping plans.
- Set of any lighting and sign plans.
- Cover correspondence to include a narrative description of the proposed use and operations.

ZONING AND DEVELOPMENT APPLICATION

FEE SCHEDULE

Application Type	Fee	Application Type	Fee
Standard Application	\$ 300	CSM	\$ 175 + \$15 per lot
Architectural Review:	\$ 50	Plat Review Preliminary	\$ 100 + \$5 per dwelling unit
Zoning Text or Map Amendment	\$ 250	Plat Review Preliminary - Re Application Fee	\$ 50
Zoning Text or Map Amendment - Planned Unit Development	\$ 500	Plat Review Final	\$ 50 + \$5 per dwelling unit
Conditional Use Permit – Minor	\$ 125	Plat Review Final Plat - Reapplication Fee	\$ 25
Conditional Use Permit - Standard	\$ 300	Sign Appeal	\$ 300
Conditional Use Permit - Wetland Areas	\$ 300	Street Renaming	\$ 1,000

APPLICANT INFORMATION

Name of Applicant: _____
 Legal Name of Business: _____
 Name of Business Owner (if different from Applicant): _____
 Applicant Address (City, State, and Zip Code): _____
 Office Phone Number: _____ Cell: _____ Fax: _____
 Applicant E-Mail: _____
 Applicants Signature: _____ Date: _____

PROPERTY INFORMATION

Property Address: _____ Tax Key Number: _____ Zoning District: _____
 Project Description: _____
 Property Owner (if different from Applicant): _____
 Property Owner Address (City, State, and Zip Code): _____
 Property Owner Phone: _____ Cell: _____ Fax: _____
 Property Owner E-Mail: _____
 Property Owner Signature: _____ Date: _____

PRIMARY CONTACT

Primary Contact Person for this Project: _____
 Primary Contact Phone: _____ Cell: _____ Fax: _____
 Primary Contact E-Mail: _____

IMPORTANT NOTE: The City of Glendale is not accepting paper document submittals. Plan Commission Review Submittals are required to be submitted via email to b.polony@glendalewi.gov with PDF documents attached or as a web link to the PDF documents. Fee remittals may be delivered to Glendale City Hall, deposited in the drop box in front of City Hall, or mailed to:

*City of Glendale, WI, 5909 North Milwaukee River Parkway, Glendale, WI 53209-3815,
 Attn: Community Development Department*

CITY OF GLENDALE USE ONLY

Application Fee: _____ Date of Application: _____ Time: _____ Received by with date: _____ Tentative Hearing Date: _____
CH-DATA\ICH-SERVER) (G:\Community Development Planning Department\0003 Plan Commission Administration (2-4-4-)/001 PLAN COMMISSION PROCEDURES\09152021 Plan Commission Review Application

SUPPLEMENTARY INFORMATION:

Type of review being requested: _____

Name of Business and Type of Business/Use (Please be specific): _____

Total Building Area: _____ To Be Occupied Area: _____

Lot Size: Depth: _____ Width: _____ Area: _____

Previous Occupant in To Be Occupied Space: _____

Other Uses of This Site: _____

Total Number of Parking Spaces: _____ Parking Spaces Available to Tenancy: _____

Business Hours (Days and Hours of Operation): _____

Total Number of Employees: _____ Maximum Number of Employees at Site at One Time: _____

For applications regarding approval of a new business please refer to the list of information that should be included with a plan of operation or business plan.

APPENDIX A:
City Services Review Comments – 902 West Eula Court, Tax Key Number 231047000
– Single Family Home

Glendale Inspections:

1. Building Inspections reserves comment until final plan review.

Glendale DPW and Engineering:

1. See Attached

Memo

To: Charlie Imig, Director of City Services
From: Clark Dietz, Inc.
Date: May 28, 2025
Subject: 902 W Eula Court
Copies: Mustafa Emir, P.E. PhD, City Engineer;

The Civil Site Plans by Schmidt Architects have been reviewed. A residential structure, Single-Family Home, is planned for construction at 902 W Eula Ct. Subsequent to the engineering review, the following comments have been provided under each relevant category.

Potable Water

- A new curb stop was installed in 2024. Please detail the planned connection to the newly installed curb stop. Road cuts in the new pavement will not be permitted.

Stormwater

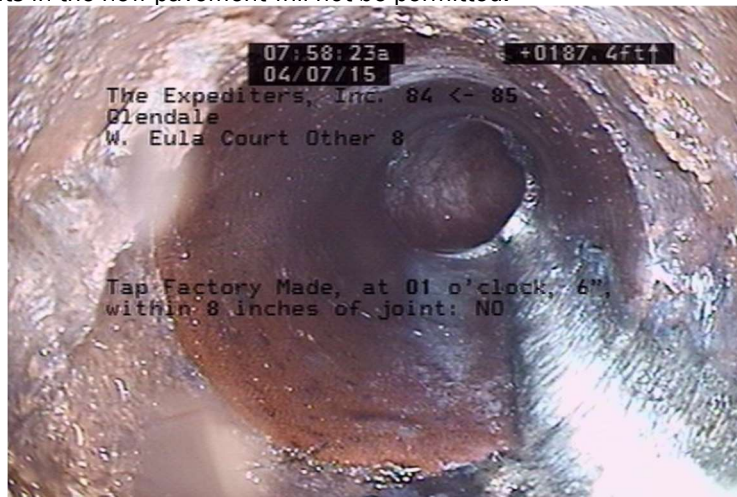
- A stormwater review is not required, as the proposed impervious surface is under 5,000 square feet.
- The proposed development is located outside the floodplain.

Erosion Control

- We acknowledge receipt of the erosion control permit; it is currently under review.

Sanitary Sewer

- An existing 6" clay sanitary lateral is located approximately 187 ft from the downstream manhole.
- The applicant shall review the condition of the sanitary lateral via CCTV (or other City approved method) to verify both location and condition. A copy of the inspection shall be provided to the city for their review. The City reserves the right to provide additional comments/requirements once the condition is known.
- Provide the proposed method for connecting to the existing sanitary lateral.
- Road cuts in the new pavement will not be permitted.





Right-of-Way Permit

- Any work within City's ROW will require a permit. It is anticipated at a minimum, a permit will be required for the removal and replacement of drive approaches. No ROW permit has been received to date.

Bike-Pedestrian Improvements

- A sidewalk evaluation shall be completed to determine the pre-construction condition of the sidewalk. Any sidewalk determined to be damaged during construction shall be replaced in accordance with City standards.

Parking Design

- Not applicable

Other Remarks

- Applicant to provide the following information:
 - Site grading plan with proposed contours and spot elevations
 - Proposed finished floor elevation
 - Proposed sump discharge location
 - Water and sewer service alignment

SUBJECT: Business Use Approval: Open Wings Learning Community Inc., 4650 North Port Washington Road, Tax Key Number 2348012000

FROM: Benjamin Polony, Assistant to the Administrator

MEETING: Planning and Architectural Review Commission

MEETING DATE: June 3, 2025

FISCAL SUMMARY:

Budget Summary:

Budgeted Expenditure:

Budgeted Revenue:

STATUTORY REFERENCE:

Wisconsin Statutes:

Municipal Code: 13.1.51

BACKGROUND & ANALYSIS: Open Wings Learning Community is a Kindergarten through 3rd grade private school seeking to expand into Glendale at the Barnabas Business Center in a Planned Unit Development.

1,778 square feet of space would be occupied by Open Wings with three to six employees at any given time, and hours of operation from 8 A.M. to 4 P.M. The building is shared with several other businesses, including a fitness center, a real estate company, and a school. The Development Agreement for the Barnabas Business Center continues to be unavailable. Similar to other recent approved uses, permitted uses can be determined based on prior usage, for which daycare and educational uses have been in the Barnabas Center before.

RECOMMENDATION: Staff recommend the Planning and Architectural Review Commission grant business use approval for Open Wings Learning Community at 4650 North Port Washington Road.

ACTION REQUESTED: Motion to recommend business use for Open Wings Learning Community

at 4650 North Port Washington Road.

ATTACHMENTS:

PARC Application OWLC

PLANNING AND ARCHITECTURAL REVIEW COMMISSION APPLICATION

FEE SCHEDULE

Application Type	Fee	Application Type	Fee
Standard Application	\$ 300	CSM	\$ 175 + \$15 per lot
Architectural Review:	\$ 50	Plat Review Preliminary	\$ 100 + \$5 per dwelling unit
Zoning Text or Map Amendment	\$ 250	Plat Review Preliminary - Re Application Fee	\$ 50
Zoning Text or Map Amendment - Planned Unit Development	\$ 500	Plat Review Final	\$ 50 + \$5 per dwelling unit
Conditional Use Permit – Minor	\$ 125	Plat Review Final Plat - Reapplication Fee	\$ 25
Conditional Use Permit - Standard	\$ 300	Sign Appeal	\$ 300
Conditional Use Permit - Wetland Areas	\$ 300	Street Renaming	\$ 1,000

APPLICANT INFORMATION

Name of Applicant: Kim Hufferd-Ackles
 Legal Name of Business: Open Wings Learning Community Inc
 Name of Business Owner (if different from Applicant): _____
 Applicant Address (City, State, and Zip Code): 13022 Wilnot Road, Kenosha, WI 53142
 Office Phone Number: 262-697-7744 Cell: 262-748-9671 Fax: _____
 Applicant E-Mail: office@openwingslearning.org or kimhufferd-ackles@openwingslearning.org
 Applicants Signature: [Signature] Date: 04/21/2025

PROPERTY INFORMATION

Property Address: 4650 N Port Washington Rd, Ste 110 Tax Key Number: _____ Zoning District: _____
 Project Description: N/A
 Property Owner (if different from Applicant): Cardinal Capital
 Property Owner Address (City, State, and Zip Code): 901 S 70th Street, West Allis, WI 53214
 Property Owner Phone: 414-727-9902 Cell: _____ Fax: _____
 Property Owner E-Mail: _____
 Property Owner Signature: [Signature] Date: 4/28/2025

PRIMARY CONTACT

Primary Contact Person for this Project: Kim Hufferd-Ackles
 Primary Contact Phone: 262-697-7744 Cell: 262-748-9671 Fax: _____
 Primary Contact E-Mail: office@openwingslearning.org or kimhufferd-ackles@openwingslearning.org

IMPORTANT NOTE: The City of Glendale is not accepting paper document submittals. Plan Commission Review Submittals are required to be submitted via email to b.polony@glendalewi.gov with PDF documents attached or as a web link to the PDF documents. Fee remittals may be delivered to Glendale City Hall, deposited in the drop box in front of City Hall, or mailed to:

City of Glendale, WI, 5909 North Milwaukee River Parkway, Glendale, WI 53209-3815,
 Attn: Community Development Department

CITY OF GLENDALE USE ONLY

Application Fee: _____ Date of Application: _____ Time: _____ Received by with date: _____ Tentative Hearing Date: _____
CH-DATA\NCH-SERVER\G:\Community Development Planning Department\0003 Plan Commission Administration (2-4-4-)/001 PLAN COMMISSION PROCEDURES\09152021 Plan Commission Review Application

SUPPLEMENTARY INFORMATION:

Type of review being requested: Business Use

Name of Business and Type of Business/Use (Please be specific): Open Wings Learning Community, Inc
Private, Non-Profit School/Education

Total Building Area: _____ To Be Occupied Area: 1778 sq ft

Lot Size: Depth: _____ Width: _____ Area: _____

Previous Occupant in To Be Occupied Space: _____

Other Uses of This Site: Commercial space for multiple businesses (school, real estate co., etc)

Total Number of Parking Spaces: _____ Parking Spaces Available to Tenancy: _____

Business Hours (Days and Hours of Operation): Monday through Friday 8:00 am to 4:00 pm

Total Number of Employees: 3 - 6 Maximum Number of Employees at Site at One Time: 6

For applications regarding approval of a new business please refer to the list of information that should be included with a plan of operation or business plan.

Plan of Operation / Business Plan Submission Information

For applications regarding approval of a new business please provide the following information in a written plan of operation or business plan.

1. Name of Business, Address

Open Wings Learning Community, Inc (Private, Non-Profit School)
4650 North Port Washington Rd, Suite 110, Glendale, WI

2. Name of Owner, Address

Kim Hufferd-Ackles, Head of School, 13022 Wilmot Road, Kenosha, WI 53142
Owner of Barnabas Building: Cardinal Capital, 901 S 70th Street, West Allis, WI 53214

3. Name of Applicant (if different from owner)

4. Legal Description of Property

5. Tax-Key

6. Zoning of Property

7. Project Description

N/A; no construction or renovation

8. Lot Size (Depth, Width, Area)

9. Dimensions and all levels (floors) of buildings

10. Total Floor Area

1778 square feet to be occupied by Open Wings Learning Community

11. Specific uses of the entire property and buildings

Commercial Use for several other businesses

Open Wings Learning Community use: Educational purposes (K-3 private school)

12. Minimum and maximum numbers of employees **3 to 6 employees**

13. Days of Operation

Monday through Friday

14. Hours of Operation **8:00 am to 4:00 pm**

15. Signage (Type, Lighted?, Wall, Free-Standing, Monuments, Size, Location, etc.) **TBD by Owner, Cardinal Capital**

16. What Conditions has the State or County imposed upon your use of the property?

None

17. Security Fencing

18. Do you feel there will be any problems such as Noise, Odors, Glare, Potential Fire Hazards, or Smoke resulting from the proposed use? **No**

19. Are you proposing food services? **No**

20. Did the State of Wisconsin approve your interior building plans? **N/A**

21. What provisions are you making for fire protection and human safety?

22. What are your rules and regulations of the property?

23. List the Timetable for completion of building construction and anticipated opening date. **N/A**
24. Proposed On-site Security Measures
25. Anticipated maximum number of facility users and viewers at one time (including special events) **20 - 24**
26. Any other information you or the Plan Commission may determine is pertinent.
27. Business Plan
28. Entire Grant Application and County Issued Request for Proposal
29. Your Name, Signature, and Date on the Plan of Operation Document

OTHER INFORMATION REQUIRED

In addition to the information above, the following items are also required:

- Complete set of building plans (floor plans, elevation drawings, artistic images).
- Set of any site and landscaping plans.
- Set of any lighting and sign plans.
- Cover correspondence to include a narrative description of the proposed use and operations.