



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

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Meeting ID: 975 9968 6909

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AGENDA-PLANNING AND ARCHITECTURAL REVIEW BOARD MEETING

Tuesday, September 2, 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 Minutes: August 5, 2025
- 3. Public Hearing**
- 4. New Business**
 - a. Review and Possible Action: Approval of a Front Yard Fence for Glendale-River Hills School Districtm, 5910 N Milwaukee River Parkway, Taxkey 1689963000
 - b. Site Plan and Architectural Review: Bernie's Book Bank, 5235 N Ironwood Drive, Taxkey 1968996000
- 5. 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

City Hall

Glendale, Wisconsin 53209

MINUTES- Planning and Architectural Review Board

Tuesday, August 5, 2025

6:00 PM

1. Roll Call and Pledge of Allegiance

2. Adoption of Minutes

a. Adoption of Minutes: July 1, 2025

Motion made by Commissioner Nelson and Seconded by Commissioner Fernandez
for Adoption of Minutes: July 1, 2025

Ayes: Unanimous Noes: None Abstain: None

Motion passed.

3. New Business

a. Business Use Approval: Vivo Infusion, 5575 N Port Washington Road, Taxkey Number 1968985001

Assistant to the Administrator Polony provided a brief overview of the business and use approval. Mayor Kennedy inquired about the quantity of windows on the storefront they seek to occupy and if any changes would be made, staff indicated interior renovations are planned.

Motion made by Commissioner Cohn and Seconded by Commissioner Carlson to approve
Business Use Approval: Vivo Infusion, 5575 N Port Washington Road, Taxkey Number 1968985001

Ayes: Unanimous Noes: None Abstain: None

Motion passed.

b. Site Plane and Architectural Review: 7-Brew, 5265 N Port Washington Road, Taxkey Number 1968003000

Assistant to the Administrator Polony provided a brief overview of the business and the review conducted by staff, pointing out specific contingencies of note, such as monitoring traffic flow after opening. A representative from 7Brew provided a verbal presentation on the business, including operations. Some back and forth questions and answers regarding the site plan and its contingencies were had.

Motion made by Commissioner Carlson and Seconded by Commissioner Storey to approve Site

Plane and Architectural Review: 7-Brew, 5265 N Port Washington Road, Taxkey Number 1968003000.

Ayes: Unanimous Noes: None Abstain: None

Motion passed.

4. Adjournment

Motion made by Commissioner Cohn and Seconded by Commissioner Carlson to Adjourn.

Ayes: Unanimous Noes: None Abstain: None

Motion passed.

[MIN_SIGNATURES]

SUBJECT: Review and Possible Action: Approval of a Front Yard Fence for Glendale-River Hills School Districtm, 5910 N Milwaukee River Parkway, Taxkey 1689963000

FROM: Benjamin Polony, Assistant to the Administrator

MEETING: September 2, 2025 Planning and Architectural Review Commission

MEETING DATE: September 2, 2025

FISCAL SUMMARY:

Budget Summary: N/a

Budgeted Expenditure: N/a

Budgeted Revenue: N/a

STATUTORY REFERENCE:

Wisconsin Statutes: N/a

Municipal Code: 13.1.142

BACKGROUND & ANALYSIS: The applicant, Glendale-River Hills School District, is seeking to construct a 4' high ornamental fence at the front of their property. Section 13.1.142 of the city's zoning code requires any front yard fence in a non-residential zoned area to be subject to approval from the planning and architectural review commission. The applicant, located at 5910 N Milwaukee River Parkway, is located in the S-1 Institutional zoning district.

The proposed fence would extend from the roundabout at the front of the school along a portion of the front of the school's field. The fence would be 446 feet long, constructed of industrial aluminum.

RECOMMENDATION: Grant approval for the front yard fence located at 5910 N Milwaukee River Parkway.

ACTION REQUESTED: Motion to grant approval for the front yard fence located at 5910 N Milwaukee River Parkway.

ATTACHMENTS:

5910 Parkway PLANS

Owner / Project Information

Project Address: 5910 North Milwaukee River Parkway

Project Description: Fence to add a barrier between the playground and the parkway

Owner/Tenant Name: Glendale River Hills School District Phone# (414) 350-7308 Email: kevin.konkel@gdrh.org

Owner/Tenant Address: 2600 West Mill Road

Kevin Konkel

☒ Commercial
☐ Industrial

Estimated Cost

\$ 30,977

Estimated Cost does not include values for Plumbing, Electrical, or HVAC work.

Contractor Information

Business Name: Munson Inc.

Work being done by owner ☐

Business Address: 6747 N Sydney Place Glendale

Contact Person: Bob Fetherston Phone# (414) 351-0879 Email: Bob@munsoninc.com

Supervising Professional Information

Name and Firm: _____

Email: _____ Office# () Mobile# ()

Commercial Building – New Structure or Addition	FEE	UNIT (Sq. Ft.)	TOTAL
Multi-family (3+), Motels, CBRF	\$150 Or \$0.30 per sq. ft. if greater		
Mercantile, Restaurants, Taverns, Assembly Halls, Offices	\$150 Or \$0.30 per sq. ft. if greater		
Schools, Institutional, Hospitals	\$200 Or \$0.35 per sq. ft. if greater		
Manufacturing, Industrial (office portion = 2 nd item)	\$150 Or \$0.25 per sq. ft. if greater		
Vehicle Repair and Vehicle Storage	\$150 Or \$0.30 per sq. ft. if greater		
Warehouse, Mini-Warehouse, Shells, Multi-Tenant (office portion = 2 nd item)	\$150 Or \$0.20 per sq. ft. if greater		
Special Occupancies-outdoor pools, towers, tents	\$150 Or \$0.15 per sq. ft.		
Early Start Permit (footing & foundation only)	\$150		
Plan Review for items above require form SBD-118 submittal. See form SBD-118.			
Commercial Alteration			
Alteration, Renovation, or Repair *Exclude costs for Plumbing, Electrical, or Mechanical in calculations	\$150 Or \$11 per \$1,000 of project cost if greater		
Simple Plan Review (If item above is checked, a simple plan review is needed)	\$100	Include in Plan Review below. Do NOT add 40%	
Commercial Replacement, Repair, & Miscellaneous			
Roofing (New/Replacement/Repair) (Shingle/flat/metal/etc.)	\$100 Or \$0.01 per sq. ft. if greater		
*Permit required for >25% of roof area cumulative.			
Siding, Soffit, Fascia, etc.	\$100		
Commercial Other or Miscellaneous Repairs	\$100		
Commercial Fence or Dumpster Enclosure - New, Replacement, or Repair	\$100	1	100.00
Interior Demolition or Razing of Structure	\$100 Plus \$0.10 per sq. ft.		
Filling, Grading, Excavating (plus erosion control permit)	\$100		
Environmental Abatement (Asbestos / Lead / Mold / Soil)	\$100		
Plan Review - Accessory Structures & Appurtenances - excluded from SPS 302.31 Any item above requires this plan review.	\$50	Include in Plan Review below. Do NOT add 40%	
Inspections are required before any work is concealed, when work is complete and PRIOR to ANY Occupancy or Use. Please allow at least 24 hours notice prior to requested inspection time and have permit number and address available when requesting inspections. Permit EXPIRES 18 months from date of issuance or where work has not commenced or has ceased for a period of 90 days. FINAL INSPECTIONS ARE MANDATORY - PENALTIES WILL BE CHARGED FOR FAILURE TO CALL FOR INSPECTIONS. Appointments can be made at (262) 420-4732 or Wlinspections@safebuilt.com.	Sub-Total	100	
	Penalty		
	40% Adm. Fee (ALL PERMITS)	40	
	Plan Review	50	
	Total	190.00	
Conditions of Approval			
Applicant certifies that all information provided above is accurate. Applicant agrees to comply with all Municipal Ordinances and with the conditions of this Permit and further understands that failure to comply with such Ordinances or conditions of the permit may result in suspension or revocation of permit(s), denial of future permits, and/or other penalties. Neither the issuance of this Permit, nor any inspections performed with respect to this Permit, create any legal liability, express or implied, of the Department, Municipality, Agency, or Inspector. Nothing about the issuance of this Permit, nor the conduct of inspections, shall be construed as a service rendered to or on behalf of the applicant, or the owner or occupant of the premises, and such inspections and the issuance of this Permit are for the sole use and benefit of the City of Glendale. No warranty, of any nature, express or implied, shall be inferred from the issuance of this Permit.			
Signature of Applicant		Date 5/15/2025	
Office Use Only	Amount \$ 190	OVP \$	Receipt# 305530
Date 5-15-25	CA (CC) / CK #		Initials EW

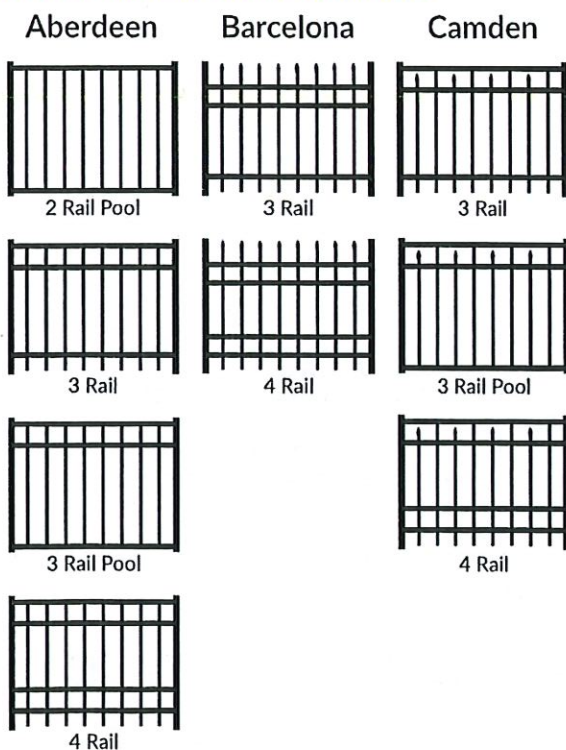
MAVERICK ULTRA II

Industrial Grade Aluminum Fence

Maverick Ultra II industrial grade aluminum fencing is Iron World's strongest, most durable aluminum fence offered. With Iron World's "Heavy" horizontal rails and 1" square pickets this fence will stand the test of time. Maverick Ultra II is the choice for large residential properties, public facilities, storage & commercial properties and security fencing for any commercial / Industrial properties. Maverick Ultra II aluminum fencing is finished with super durable AAMA 2604 architectural grade powder coat and is warranted against rust, peel, chip, or crack, as long as you own your fence.



INDUSTRIAL ALUMINUM STYLES



POSTS

2-1/2" x 2-1/2"	.080 wall
2-1/2" x 2-1/2"	.125 wall
3" x 3"	.125 wall
4" x 4" (blank)	.125 wall

RAILS

1-5/8" x 1-5/8"	.100 wall
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PICKET SIZE

1" x 1"	.062 wall
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PICKET SPACING

3-15/16"

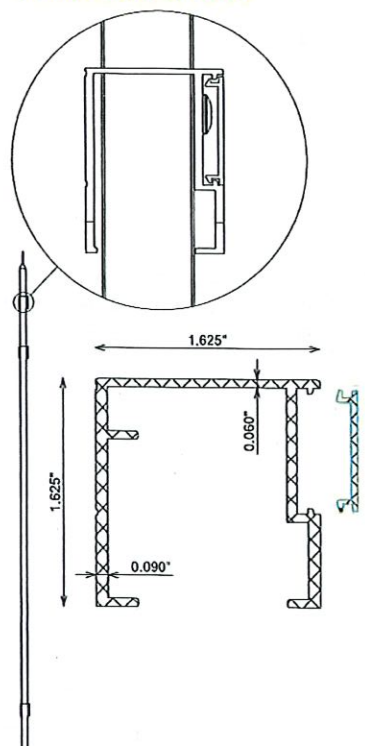
PANEL WIDTHS

6' (68-1/2") and 8' (93-1/2")

PANEL OPTIONS



PANEL CHANNEL





Parkway School - 5910 N Milwaukee River Rd



Legend		
Description	Quantity	Unit
4' HIGH ORNAMENTAL FENCE	446	ft

Legend

Parcels

Tax Parcels

Administrative

Municipal Boundaries

Aerial Photos

2022 Aerial

Red: Band_1
Green: Band_2
Blue: Band_3



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

MILWAUKEE COUNTY GIS AND LAND INFORMATION

Notes

SUBJECT: Site Plan and Architectural Review: Bernie's Book Bank, 5235 N Ironwood Drive, Taxkey 1968996000

FROM: Meredith Perks, Vandewalle & Associates, City Planner

MEETING: September 2, 2025 Planning and Architectural Review Commission

MEETING DATE: September 2, 2025

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes: N/a
Municipal Code: 13.1.34

BACKGROUND & ANALYSIS:

Bernie's Book Bank is a non-profit organization that promotes reading by providing books to young students free of charge. Currently located in Chicago, Bernie's Book Bank's expansion to Glendale will enable it to serve more students in the great Milwaukee area. Bernie's Book Bank will be located in the existing building at 5235 North Ironwood Drive (previously La Causa). The location's current zoning is B1-C1. The non-profit use is a permitted use and therefore does not require a zoning change.

The applicant is seeking site plan approval for front yard landscaping and patio improvements.

The City of Glendale previously approved a Zoning Code text amendment to add the permitted use of "General business offices with common accessory uses (light manufacturing) not exceeding 60 percent of the gross floor area of the primary structure." The applicant will be required to provide a final floor plan to demonstrate compliance with the requirement that accessory uses do not exceed 60 percent prior to receiving a construction permit.

Bernie's Book Bank will complete modest interior and exterior upgrades to the existing building.

They are seeking Planning and Architectural Review Commission Site Plan approval for proposed improvements in the building's front yard.

Improvements will include a 16'x72' patio with additional glass doors, screening wall 2'8" in height, three 24' flagpoles, awnings, exterior painting and additional landscaping. The applicant will also add a loading dock to the far side of the building which will not be visible from the public Right of Way.

REVIEW:

The proposed patio and landscaping are meant to enhance the appearance of the existing building and provide amenity space that serves the employees and visitors to the facility. The screening wall is less than 3' in height and does not require an individual permit. The proposed material for the screening wall is listed as CMU/EIFS. This material presents concerns about durability and ongoing visual quality when used at ground level and exposed to water. Higher quality and more durable materials such as stone or masonry would be preferred by staff.

The landscaping plan includes a variety of species that will enhance the appearance of the building. The property will be required to ensure that final species selection is in accordance with the City's WDNR Urban Forestry Grant. Staff requests that if any improvements are made to the parking lot in the future that it conforms with the Zoning Code and includes landscape improvements, including shade trees and landscaping islands.

Staff will require the applicant to submit an updated sign plan that complies with the Sign Code and limit signage on the site to a compliant wall sign. Staff will review and approve the updated Sign Permit application.

RECOMMENDATION:

Staff recommends site plan approval of the landscaping plan for 5235 North Ironwood Drive, subject to the following conditions prior to receiving construction permits:

1. Provision of an updated Sign Permit application for approval.
2. Provision of a final floor plan to demonstrate compliance with the requirement that accessory uses do not exceed 60 percent prior to receiving a construction permit.

ACTION REQUESTED:

Motion to approve the site plan of the landscaping plan for 5235 North Ironwood Drive, subject to the following conditions prior to receiving construction permits:

1. Provision of an updated Sign Permit application for approval.
2. Provision of a final floor plan to demonstrate compliance with the requirement that accessory uses do not exceed 60 percent prior to receiving a construction permit.

ATTACHMENTS:

Bernie's Books Landscape Plan, Bernie's Books - Exterior Elevations, Bernie's Books 3D Image



Bernie's Books – Preliminary Plant & Tree Schedule

Prepared for Board Approval – August 27, 2025

Submitted by Woodridge Landscapes LLC

Executive Summary

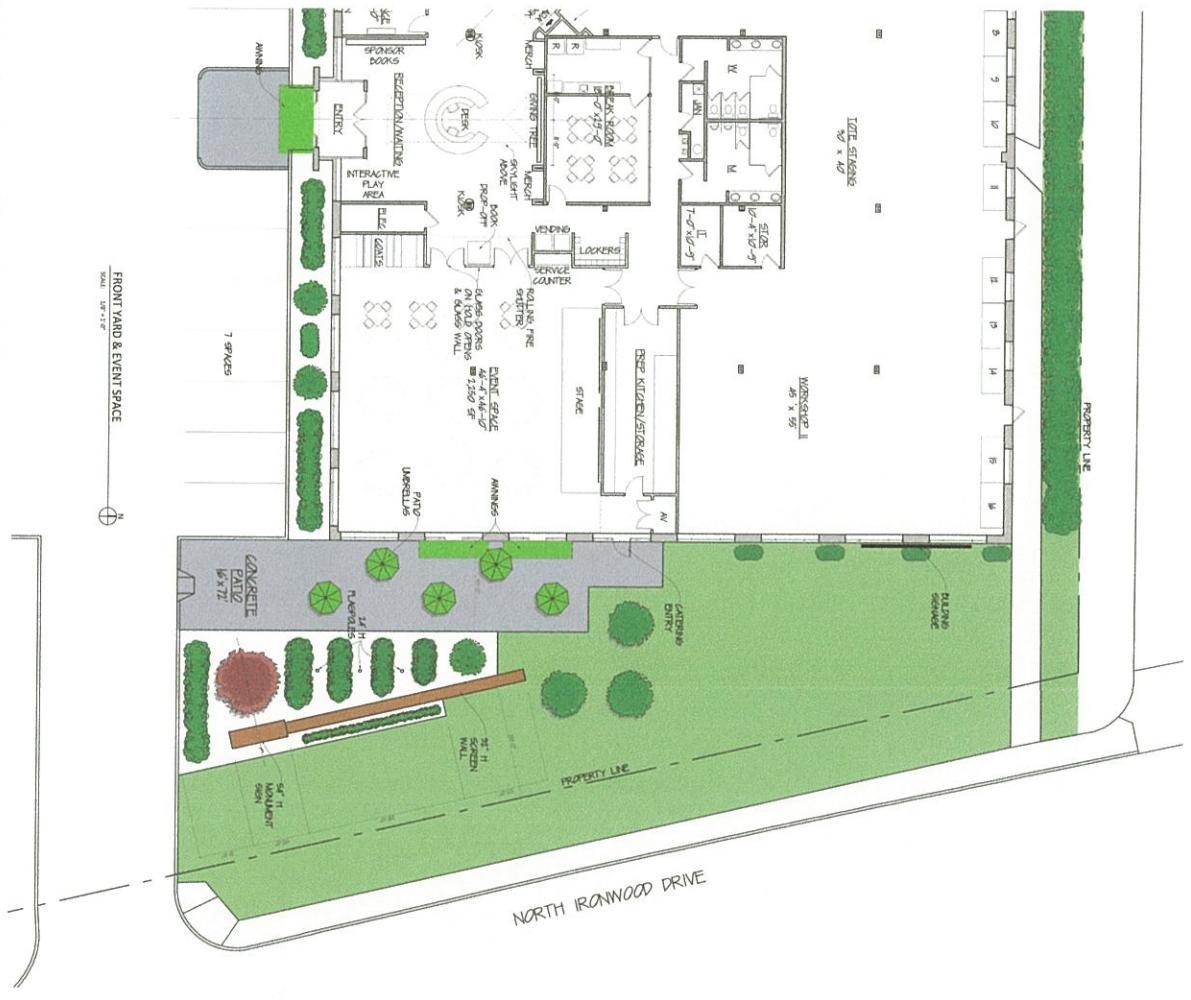
This document provides an overview of the proposed plantings for Bernie's Books. It includes the site plan with a photo-based legend, a plant catalog with representative images and specifications, and a summary table for board review and approval.

Legend (Photo-Based) Below

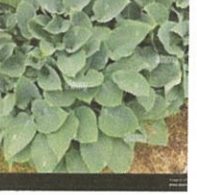
AUGUST 18, 2025
©

BERNIE'S BOOKS - GLENDALE
5235 NORTH IRONWOOD DRIVE

DOBBINS
GROUP
847-456-7621



Summary Table

Photo	Plant	Mature Size	Nursery Sizes	Notes
	Red Maple (<i>Acer rubrum</i>)	40–70 ft × 30–50 ft	3–6 ft container / 1.5–2 in caliper B&B	Shade tree; red fall foliage
	Japanese Tree Lilac (<i>Syringa reticulata</i>)	20–30 ft × 15–20 ft	1–7 gal / 2–2.5 in caliper B&B	White fragrant summer flowers
	Serviceberry (<i>Amelanchier spp.</i>)	20–28 ft × 20 ft	3–15 gal	Spring flowers, berries, fall color
	Boxwood (<i>Buxus spp.</i>)	2–6 ft × 3–5 ft	2–3 gal pots	Evergreen hedge / foundation
	Little Princess Spirea (<i>Spiraea japonica</i> 'Little Princess')	2–3 ft × 2–3 ft	3 gal pots	Pink summer flowers
	Weigela 'Pink Poppet'	2–3 ft × 3 ft	2 gal pots	Compact shrub with pink blooms
	Bigleaf Hydrangea (<i>Hydrangea macrophylla</i>)	3–6 ft × 3–6 ft	3–5 gal pots	Summer mophead blooms



Daylily
(*Hemerocallis*
spp.)

2-3 ft × 2-3 ft

1 gal clumps

Colorful
perennial
blooms



Hosta (*Hosta*
spp.)

1-4 ft × 2-6 ft

1-2 gal pots

Shade
perennial;
foliage interest



Black-eyed
Susan
(*Rudbeckia*
hirta)

2-3 ft × 1-2 ft

1 gal

Yellow daisy-
like flowers



Feather Reed
Grass
(*Calamagrostis*
× *acutiflora*
'Karl Foerster')

3-5 ft × 2-3 ft

1-2 gal pots

Upright
ornamental
grass

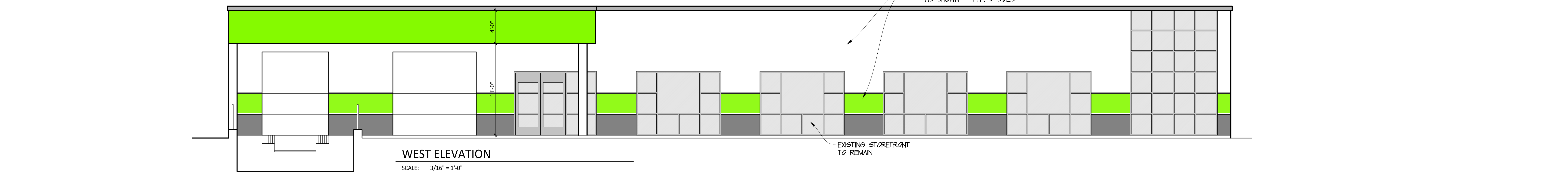
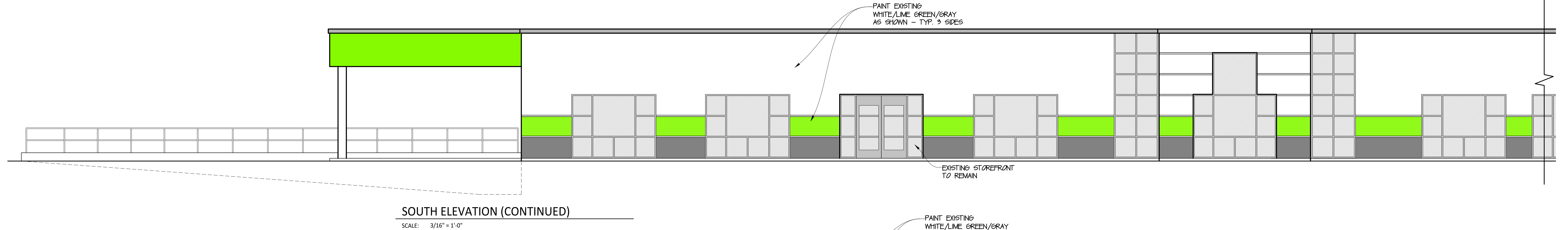
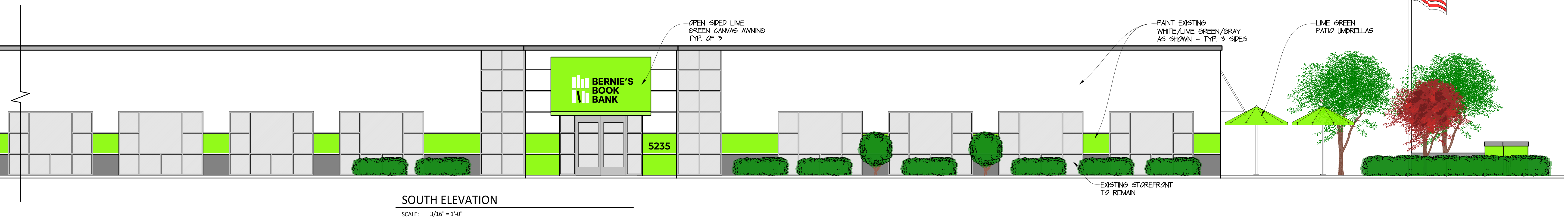
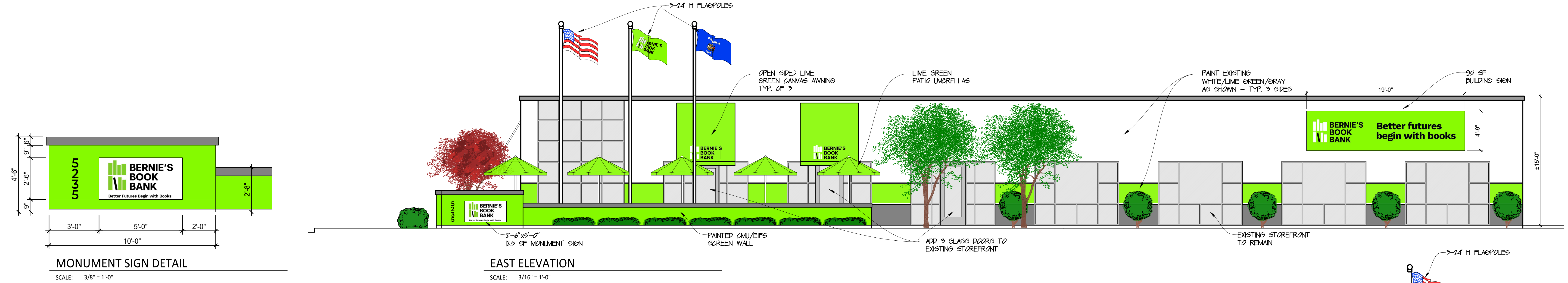


Japanese
Purple-Leaf
Plum (*Prunus*
cerasifera
'Thundercloud')
[Optional]

15-25 ft × 15-
20 ft

7-15 gal
container / 1.5-
2.5 in caliper
B&B

Optional tree:
Pink spring
blossoms,
season-long
purple foliage,
high
ornamental
value



AUGUST 18, 2025
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BERNIE'S BOOKS - GLENDALE
5235 NORTH IRONWOOD DRIVE

