

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

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AGENDA—COMMON COUNCIL MEETING

Monday, December 11, 2023

6:00 p.m.

1. Roll Call and Pledge of Allegiance.
2. Public Comment. Glendale residents, business owners, and property owners are invited to speak to the Council on items that are not on tonight's agenda but are within the City's ability to regulate or control.
3. Consent Agenda:
 - a) Adoption of Minutes: Meeting held on November 27, 2023
 - b) Approval: Payment 2 and FINAL to All-Ways Corporation for work completed on the 2022 Crestwood Drainage Program
 - c) Approval: Accounts Payable
 - d) Denial of Claim: Taraangela Wright
4. New Business: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
 - a) Review and Possible Action: Appointment of Election Inspectors
 - b) Review and Possible Action: Adoption of Multi-Year Agreement with Accurate For Assessment Services
 - c) Review and Possible Action: Consideration of a request to schedule a public hearing for a general and specific development plan for a Planned Development District for 4160 N. Port Washington Road, in a PD Planned Development District, Planned Mixed Use land use classification, Tax Key Numbers 242-1198-004 and 242-1198-003.
 - d) Review and Possible Action: Consideration of a request to schedule a public hearing for a map amendment from B-1 "A-1" Local Business District to PD Planned Development District, and a general development plan for Phoenix JCR Glendale Industrial Investors LLC at 5055 North Lydell Ave Residence District and the Mixed-Use Development Land Use Classification and a current B-1 A-1 zoning classification, Tax Key Number 203-8995-004.
 - e) Review and Possible Action: Ordinance - Adopting Regulations for Responsible Bidders Regulations
 - f) Review and Possible Action: Ordinance - Adopting Regulations for Purchasing, Contracts and Change Orders

- g) Review and Possible Action: Ordinance - Amending Chapter 17.1.25 Keeping of domestic animals and fowls amending the ordinance for clarification.
- h) Review and Possible Action: Ordinance - Amending Chapter 15.6 Regulations of Signs, Billboards, and Other Advertising Media amending the ordinance for clarification and the additional standards.

- 5. Commission, Committee, Board and Staff Reports: Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member and for Staff and Administrator updates.
- 6. Closed Session: The Common Council will convene in Closed Session per Wis. Stats. §19.85(1)(c) to consider the employment, promotion, compensation, wage ranges or performance evaluation data of public employees, in all departments, (City Administrator Performance Review) over which the Council has jurisdiction or exercises responsibility.

The Common Council will convene in Closed Session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel for the City who will render oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved (An update and strategy in the case of City of Glendale v. Linda Reed).

- 7. Reconvene to Open Session and Regular Order of Business.
- 8. Possible Action on Closed Session Items.
- 9. Adjournment.

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.

3A-3D
12/11/2023

CONSENT AGENDA

- a) [Adoption of Minutes: Meeting held on November 27, 2023](#)
- b) [Approval: Payment 2 and FINAL to All-Ways Corporation for work completed on the 2022 Crestwood Drainage Program](#)
- c) [Approval: Accounts Payable](#)
- d) [Denial of Claim: Taraangela Wright](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Appointment of Election Inspectors.

FROM: Megan Humitz, City Clerk

MEETING DATE: December 11, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§7.30(4)(a) & §6.875(4)
Municipal Code:	2.1.6

BACKGROUND/ANALYSIS:

Pursuant to Wis. Stat. §7.30(4)(a) and §6.875(4), Election Inspectors and Special Voting Deputies must be appointed by the Common Council no later than the last regular meeting in December of each odd-numbered year.

RECOMMENDATION:

Staff recommends the approval of Chief Inspectors, Election Inspectors, and Special Voting Deputies, as follows:

Chief Election Inspectors:

Eliot Strickon, Marge Maliborski, Warren Dugan, Connor Goggans, Tiffany Kelly

Election Inspectors:

Alison Enders, Amanda Koehler, Anne Bartels, Beth Woodward, Brian Neu, Bryan Karan, Candice Haight, Carol White, Carole Himmelfarb, Charlene Sellers Rizzo, Christine Mortensen, Cynthia Sharon, Cynthia Slater, Dave Dorner, David Cross, David Daniels, David Perez, Dennis O'Connell, Diane Wais, Donna Moeckler, Eileen Manger, Elaine Parsons Herro, Emily Bear, Gail Firer, Gavin Humitz, Gerald Hiley, Gina Teper, Gretchen Kroll, Hannah Brazee, James Brunner, James Thomson, Jamie Lambert, Janice Bushe, Jay Harris, Jeanne Godfrey, Jeanne Thompson, Jennifer Fojtik, Jennifer Froemming, Jerry Reick, Jo Rodgers, Joan Rocamora, Johnny Johnson, Joyce Storer, Judith Dorner, Judith Ormond, Judy Kaiser, Karen Estrada, Kari Williams, Katelyn Nicolet, Katherine Bailey, Katherine Tarnowski, Kathy Drury, Keith Frankforter, Ker Liu, Kim Wintersberger, Laura Emir, Lee Carey, Linda Moore, Lisa Donegan, Lorie Wertheimer, Marc Cohen, Margaret Cooper, Margie Groh, Marianne Burish, Martin Strouse, Mary Hanin, Mary Lerner, Matthew Martin, Miriam Meurer, Nancy Proctor, Nathan Petrashek, Pamela Scott, Patricia Thomson, Paula Pfeil, Philip Tabakow, Poornima Pradeep, Rachael Badt, Robert Rieck, Sara Lubar, Sarah Acker, Sharon Blomquist, Shawn McMahon, Sherry Payne, Stephen Chojnacki, Steve Schmelzling, Steven Werlin, Sue Daugherty, Susan Campbell, Susannah Cartland, Thomas Content, Timothy McCalister, Todd Schantz, Tom Bass, Tom VanDemortel, Tony Romansky

Special Voting Deputies:

Dave Dorner, Sara Lubar, Marge Maliborski, Joan Rocamora

ACTION REQUESTED:

Motion to approve the Appointment of Election Inspectors, Chief Inspectors, and Special Voting Deputies for the 2024–2025 term.

ATTACHMENTS:

1. None.

SUBJECT: Multi-Year Agreement With Accurate for Assessment Services

FROM: Karl Warwick, City Administrator
Megan Humitz, City Clerk

MEETING DATE: December 11, 2023

FISCAL SUMMARY:

Budget Summary:	\$60,000
Budgeted Expenditure:	
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS: The City's 5-year assessment services agreement with Accurate Appraisal, LLC expires at the end of 2023. This agreement is an annual cost of \$54,000 that includes an interim market update (full reassessment) of properties once in the first year of the agreement.

Staff negotiated a revised 5-year agreement with Accurate, after issuing an RFP for these services, with the Village of Brown Deer. The RFP returned two proposals from Accurate and Affiliated. We encouraged several other firms to submit proposals, but we were not successful in obtaining additional proposals. Both communities reviewed the proposals and interviewed the companies to determine the best fit.

The proposal from Accurate included a fixed annual cost for services of \$60,000 with a full reassessment every other year beginning in 2024 for a total of three reassessments. The proposal from Affiliated was an annual cost of \$87,000 with a full reassessment no sooner than 2025, but every other year after that. Staff felt that the cost differential in the proposals and the ability to have a full reassessment in 2024 provided benefits to entering into an agreement with Accurate. While the agreement is for a term of five years, the agreement provides the City with the ability to terminate the agreement annually and/or upon a violation of any term(s) of the agreement.

RECOMMENDATION: Review and authorize the execution of the 5-year agreement with Accurate for Assessment Services.

ACTION REQUESTED: Authorize the execution of the 5-year agreement with Accurate for Assessment Services.

ATTACHMENTS:

1. [Assessment Contract](#)

SUBJECT: Consideration of a request to schedule a public hearing for a general and specific development plan for a Planned Development District for 4160 N. Port Washington Road, in a PD Planned Development District, Planned Mixed Use land use classification, Tax Key Numbers 242-1198-004 and 242-1198-003.

FROM: John Fellows, AICP; Director of Community Development
Ken Smith, MPA, M.S.; Planner

Meeting: Common Council

MEETING DATE: December 11, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§§ 5.4.2 , 13.1.39 ; Title 13, Article D – PD Planned Unit Development District

BACKGROUND

The Common Council at its [meeting on April 10, 2023](#) approved a general development agreement and rezoning of this parcel to a PD Planned Development District for prospective property buyer, Meta House, a 501(c)(3) nonprofit dedicated to treating women with substance abuse. The Planning and Architectural Review Commission at its [meeting on May 2, 2023](#) recommended the Common Council approve Meta House's Development Agreement with the City. The Common Council, at its [May 22, 2023 meeting](#), postponed consideration for the Development Agreement pending a payment in lieu of taxes (PILOT) agreement with Meta House. Meta House later requested a delay of Common Council consideration of the Development Agreement until July 24, 2023. Finally, on July 19, 2023, a Meta House representative informed the City it was no longer pursuing purchase of the subject property due to a breakdown in negotiations with the property owner.

Due to the way Article D – PD Planned Development District is written within Title 13 - Zoning, the property has a PD zoning classification without any uses allowed due to the lack of an approved Specific Development Plan and a Development Agreement. To enable land uses, the property owner, Beerline Crossing LLC, seeks to have the Plan Commission and Common Council approve a revised General Development Plan, Specific Development Plan and then enter into a Development Agreement to reenale uses on the property.

For General and Specific Development Plans, the applicant desires to leave the building, site, and landscaping unchanged. The applicant has indicated that some exterior remodeling will occur in the future based upon the future projected uses. Specifics of these changes are not being presented. The applicant is aware that no exterior changes are being granted. The applicant is aware that an amendment to the PD and

Development agreement will need to occur in the future of any site changes, new buildings, exterior renovations and similar.

The Planning and Architectural Review Commission held a public hearing on November 7, 2023 and provided a positive recommendation to Council for approval.

The applicant is requesting the following uses:

Warehouse tenant: First Stage Milw. Construction of stage sets. 8-12 employees M-F 7:00am-6:00pm

2nd Floor tenant: Health & Performance Collaborative, LLC. Exercise and physical therapy. 10-20 therapists and clients it varies on days and times 7 days a week 6:00am-7:00pm

1st Floor building space: Proposed Office use for Milwaukee Police Department's Command Headquarters for the RNC October '23-July '24. 200+ officers at any time to accommodate the rotation of 4,000 visiting officers. 24-7, 7 days/week. The applicant requested to modify this request after the October PARC meeting to be just offices.

1st Floor building space: Proposed Climate controlled storage after July'24. 1-3 employees from 7:00am-7:00pm. 24hr access 365 days.

1st Floor Building space: Proposed EV (Electric Vehicle) Factory repair center after July'24. 5-15 employees M-F 7:00am-6:00pm

The proposed uses will not generate any noise, odors, glare, potential fire hazards, or smoke. The current fire sprinkler is set up for office use in the vacant space. Other proposed uses will require a sprinkler system designed for their different use(s).

No proposed food services.

Maximum Facility use: The Milwaukee Police Command Headquarters may exceed 200+ based on specific need. Other users and uses will not exceed current, or proposed employee or clients.

The applicant requests the following signage. Current Multi-tenant monument. Additional signage requests would follow City of Glendale sign application and codes.

The application is requesting the following temporary fencing: The Milwaukee Police Department will require temporary fencing and it will be removed by July 24.

The applicant is proposing the following on site security. Each tenant and business are required to have their own monitored security systems.

The applicant is proposing the following timetable for space modification for use of vacant space and Lot 2:

- Milwaukee Police Department will require 1-2 months to reconfigure space for their temporary command headquarters. Ready for occupation 1 January '24. Revised to just offices.
- Climate Controlled Storage would require selective demo and compartmentalization based on approved plans. 6-9 months anticipated operational by early '25.
- EV Factory service center would require selective demo and remodeling based on approved plans. 6-9 months anticipated operational by early '25.
- Lot 2 new construction 9-12 months based on approved plans late '25 or early '26.
- Vacant Lot 2: To remain vacant. The applicant will return to amend the general and specific development plan and development agreement if they decide to move forward with such a project.

ANALYSIS:

Adoption of the General and Specific Development Plans and a corresponding development agreement with the above indicated uses would allow the indicated uses. Other uses not listed would need be required to return to the Planning and Architectural Review Board and possibly Common Councils for approval.

Plans and specifications for the temporary fence will need to be provided prior to the recommendation of the specific development plan by the Planning and Architectural Review Commission.

RECOMMENDATION:

Staff recommends the Common Council direct staff to schedule a public hearing at the earliest convenience.

ACTION REQUESTED:

To direct staff to schedule a public hearing at the earliest convenience.

ATTACHMENTS:

[Attachment – 4160-4190 N. Port Washington Road.](#)

SUBJECT: Consideration of scheduling a public hearing regarding a map amendment from B-1 “A-1” Local Business District to PD Planned Development District, and a general development plan for Phoenix JCR Glendale Industrial Investors LLC, at 5055 North Lydell Ave Residence District and the Mixed-Use Development Land Use Classification and a current B-1 A-1 zoning classification, Tax Key Number 203-8995-004.

FROM: John S. Fellows, Community Development Director

MEETING: Common Council

MEETING DATE: December 11, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Title 13 Article C 13.1.34 , and Article N

LAND DEVELOPMENT REFERENCE:

Land Use:	Mixed Use Development
Zoning:	B-1 “A-1” Local Business District
Target Investment Area:	Lydell Corporate Center

BACKGROUND/ANALYSIS:

Request:

In July of 2023 Phoenix JCR Glendale Industrial Investors, LLC sought to rezone 5055 North Lydell Avenue from B-1 “A-1” to PD – Planned Development with a plan of operation for corporate offices. The applicant went through the general development plan process and received approval from the Common Council following a public hearing from the PARC with a positive recommendation of approval and a Common Council Public Hearing and approval. The next step for the applicant was to apply for approval of a Specific Development Plan and follow up with a development agreement.

The original plan of operation indicated that the uses for the site would be corporate offices. The applicant revised the application in early December with a new plan of operation which indicates the northern portion of the site will be used for an auto service center. The applicant is preparing the property as a white box for a potential tenant who will build out and separate occupancy in the future. The total square footage of the renovated space will be 51,000 square feet. The use will include services bays, car wash and detailing facility, parts storage, public spaces for customers including a display area, waiting room and associated offices, in addition space will be provided for employees such as break rooms etc. The minimum and maximum number of employees for the new business will be 30-50. Operating times will be Monday through Saturday from 7am -7pm (to be defined). Phoenix will apply for a shared monument sign to be placed on N Port Washington, but additional signage will be said tenants’ responsibility.

The current timetable for completing building construction and anticipated opening date would be in late 2024. More information is detailed in the attached plan of operation.

For uses in the existing southern portion of the property will remain, corporate offices, minor back warehouse areas, and vacancies. The applicant anticipates future users and tenants would appear before the plan commission for approval.

Comprehensive Plan / Land Use Plan:

Classification: Planned Mixed Use

Description:

This future land use blends a mix of commercial, light industrial, mixed residential, parks and open space, and community facilities land uses on public sewer, public water, and other urban services and infrastructure. Planned Mixed Use areas are intended as vibrant urban places that should function as community gathering spots.

Recommended Zoning

The City's current PD Planned Development district will accommodate a general mix of future land uses consistent with the development desires of the owner and consistent with the City's Comprehensive Plan.

Policies and Programs of Planned Development Districts as Required in the City Code of Ordinances

- a. Carefully review all projects in Planned Mixed Use areas to ensure an appropriate mix of uses compatible with neighboring properties and the City's vision for the area. The precise mix of uses and zoning districts should be at the City's discretion, rather than that of the property owner.
- b. Grant development approvals only after submittal, public review, and approval of site, landscaping, building, signage, lighting, stormwater, erosion control, and utility plans.
- c. Planned mixed-use areas require the use of high-quality building materials and design objectives.
- d. Adopt a Mixed-Use zoning district to implement this future land use category. This district should allow the desired mix of uses and provide flexibility in layout in exchange for superior design. The zoning is tied to City approval of a specific plan for the project.
- e. Areas mapped Neighborhood Commercial zoning districts should include dense, walkable design and adequate bicycle and pedestrian infrastructure.

Current Zoning:

The current zoning of B-1 "A-1" includes the following permitted uses: [B-1 Zoning Text](#)

- a. Professional services and administrative offices.
- b. General corporate headquarters offices.
- c. Medical and dental offices.
- d. Research establishments.
- e. Sales offices.
- f. Financial, insurance and real estate offices.

Note: Multi-family residences (12—15 units per acre) will be considered only under PD-Planned Development District zoning, with a minimum land area of five acres.

- g. Any other uses found to be a similar use by the Plan Commission or Community Development Authority.

Proposed Zoning:

The proposed zoning of PD district includes the following: [PD Zoning Text](#)

Purpose.

The purpose of the PD Planned Unit Development District and the regulations applicable to the same are to encourage and provide means for effecting desirable and quality development by permitting greater flexibility and design freedom than that permitted under the basic district regulations and to accomplish a well-balanced, aesthetically satisfying city and economically desirable development of building sites within a PD planned unit development district.

These regulations are established to permit latitude in the development of the building site if such development is found to be in accordance with the purpose, spirit and intent of this chapter and is found not to be hazardous, harmful, offensive, or otherwise adverse to the environment, property values or the character of the neighborhood or the health, safety and welfare of the community. It is intended to permit and encourage diversification, variation and imagination in the relationship of uses, structures, open spaces and heights of structures for developments conceived and implemented as comprehensive and cohesive unified projects. It is further intended to encourage more rational and economic development with relationship to public service and to encourage and facilitate preservation of open lands.

Relationship between land use and zoning:

The land use plan provides for the classifications of Mixed-Use Development, while the existing Zoning Code provides for a B-1 “A-1” classifications with a limited number of uses.

Rezoning to PD will allow for better alignment between the land use and zoning policies.

Process / Schedule:

A Map Amendment will follow the standard map amendment as outlined in Section [Title 13, Article D](#) of the municipal code. In general, if a map amendment to PD is approved, a General Development and Specific Development Plan must be approved in the same process as highlighted below.

Staff anticipates the following schedule:

General Development Plan Approval:

Common Council	Initial Review	December 11, 2023
Common Council	Schedule a public hearing for January 22 nd	December 11, 2023
PARC	Receipt of Item	January 2 nd
PARC	Public Hearing and Recommendation	January 2 nd
PARC	Recommendation to Common Council	January 2 nd
City Council	Review of PARC Recommendation	January 8 th
City Council	Public Hearing and Action	January 8 th

Specific Development Plan Approval

Planning Commission	February 5
City Council Action	February 12 th or 26th

Development Agreement:

City Council Action	February 12 th or 26th
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Note: Above dates assume timely submission of applications and documents for review, comment, and submission to appropriate boards and commission.

General Development Plan

At the time of initial review of the application, various city departments reviewed the application with comments to be provided to the applicant. At this time revisions are in process by the applicant based upon initial reviews. It is anticipated that revised documents will be provided for including in packets for the January 2, 2024, Planning and Architectural Review Commission meeting.

Review Comments:

The following items shall be addressed prior to the approval of a specific development plan or approval of a development agreement.

Engineering:

Comments have been provided to the applicant and the applicant is in the process of revising and responding at this time. Comments relate to site design and stormwater management.

Public Works:

Comments have been provided to the applicant and the applicant is in the process of revising and responding at this time.

North Shore Fire and Rescue (NSFR):

Comments have been provided to the applicant and the applicant is in the process of revising and responding at this time. Comments relate fire protection, and distance between building requirements.

Police:

Comments have been provided to the applicant and the applicant is in the process of revising and responding at this time. Comments relate to security.

Glendale Inspections:

Comments have been provided to the applicant and the applicant is in the process of revising and responding at this time. Comments relate to distance between building requirements and other building code topics.

Planning:

Comments have been provided to the applicant and the applicant is in the process of revising and responding at this time. Comments relate to budling architecture, lighting, landscaping, fencing, and other design related items.

RECOMMENDATION:

Staff recommends the City Council direct staff to refer the item to the Planning and Architectural Review Commission and schedule a public hearing for January 8th City Council Meeting.

ACTION REQUESTED:

To – Direct staff to refer the time to the PARC for a recommendation and hearing.

To – Direct staff to schedule a public hearing for the January 8th Common Council Meeting.

ATTACHMENT:

None.

SUBJECT: Ordinance Amending Regulations for Qualified Bidders
FROM: Karl Warwick, City Administrator
MEETING DATE: December 11th, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§§61.54, 62.15 and 66.0901(lm)(a)2
Municipal Code:	NA

BACKGROUND/ANALYSIS: The City of Glendale previously established regulations on Responsible Bidders Program in 2020. This program was adopted outside of the City Code and titled “Responsible Bidding Process”. This process requires:

1. Bidders on City projects to pre-register and pre-qualify.
2. Bidders to complete paperwork to demonstrate their qualifications to complete the project for their licenses, financial capabilities, personnel, substance abuse program, equipment, bonding capabilities, and previous job references.

The City uses this information to qualify bidders for City projects. This program has been in place for more than two-years and staff recently evaluated the program to determine its effectiveness and whether modifications should be made to these procedures. After a review of the regulations, staff is recommending the following amendments.

RECOMMENDATION:

1. Codify regulations in an ordinance.
2. Require Public Works Contract estimated to be more than one-million dollars be awarded to Contractors with a Registered Apprenticeship Program.
3. Require the contractor to sign an affidavit swearing compliance with the criteria, in lieu of reviewing compliance standards provided by the contractor.
4. Require compliance with State, local and federal regulations (when applicable) such as prevailing wages, health insurance, safety program, substance abuse program.
5. Permit the City Administrator to overall reject all bids.
6. Permit the City Administrator to reject a bid for non-compliance with these standards.

ACTION REQUESTED:

Adopt Ordinance Creating Responsible Bidder Regulations.

ATTACHMENTS:

1. [Responsible Bidder Ordinance](#)

SUBJECT: Ordinance Creating Purchasing, Contract and Change Order Policy
FROM: Karl Warwick, City Administrator
MEETING DATE: December 11th, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§§61.54, 62
Municipal Code:	3.1.10

BACKGROUND/ANALYSIS: In 2017, the Common Council adopted a City Purchasing Manual, not in the City Code. The Manual established requirements for purchasing and execution of agreements. Staff reviewed this policy to determine that modifications should be made to enhance the purchasing procedures for the City since there are common purchasing elements that were not included in the Manual.

RECOMMENDATION: After reviewing the current manual, staff is recommending the following amendments:

1. Amends the City Code section 3.1.10, "Purchases by the City Administrator" to create "Purchasing, Contract and Change Order Policy".
2. Increase the threshold from \$2,500 to \$3,000 for the requirement to obtain competitive price comparisons for contracts/purchases.
3. Maintains the requirement to obtain competitive price comparisons for purchases and contracts between \$3,000 to \$25,000.
4. Maintains the requirements to follow State Law for the bidding of projects.
5. Permits the City Administrator to purchase items and execute agreements included in the budget provided all City and State requirements are met.
6. Permits the City Administrator to purchase items and execute agreements up to greater than 2% of the budgeted amount, or greater than \$2,000 of the budgeted amount.
7. Permits the City Administrator to make purchases or execute agreements that exceed the budgeted amount for routine operating expenses that are required for the City to continue to operate such as office supplies, fuel, natural gas, electricity, salt, etc.
8. Creates procedures for contract and engineering change orders.
9. Modify procedures for emergency contracts to be consistent with the procedures for contract and engineering change orders.
10. Maintains the exception for bidding on joint purchasing or sole source agreements.
11. Maintains regulations on local purchasing.
12. Eliminates unneeded regulations and procedures or items that are located elsewhere in the Code.

ACTION REQUESTED: Adopt Ordinance, amending 3.1.10 of the City Code to create a Purchasing, Contract and Change Order Policy.

ATTACHMENTS:

1. [An Ordinance Amending Section 3.1.10 – Purchases by the City Administrator](#)

SUBJECT: Review and possible action regarding and ordinance amending Chapter 17.1.25 Keeping of domestic animals and fowls amending the ordinance for clarification.

FROM: John S. Fellows, Community Development Director
Ken A. Smith, Planner

MEETING: Common Council

MEETING DATE: December 11, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Title 17.1.25

BACKGROUND/ANALYSIS:

In 2018, the Common Council adopted an ordinance regulating the Chickens keeping of chickens in residential areas in Glendale. Staff has reviewed the ordinance based on feedback from residents and is recommending two modifications to the regulations:

1. Clarify that accessory structures such as a shed or a detached garage are not included in required distance requirements from chicken coops, like residential structures are.
"(8) No enclosure shall be located closer than 25 feet to any residential structure on an adjacent lot, excluding accessory structures as defined in Section 13.1.200."
2. There have been several requests to convert existing accessory structures, such as sheds to a coop. The ordinance as adopted did not anticipate this as an option. Staff recommends adding section (d) (11) to permit this.
"(11) Conversion of accessory units such as a shed to a Chicken coop shall meet the construction standards of noted in 1-10 above."

RECOMMENDATION:

Staff recommends Common Council approve the recommended ordinance.

ACTION REQUESTED:

To - Grant approval of an ordinance amending Chapter 7.1.25 Keeping of domestic animals and fowls as indicated in the proposed ordinance.

ATTACHMENT:

[Attachments – Ordinance](#)

[Attachments – Red Line Text of Chapter 7.1.25](#)

SUBJECT: Review and possible action regarding and ordinance amending Chapter 15.6 Regulations of Signs, Billboards, and Other Advertising Media amending the ordinance for clarification and the additional standards for digital billboards.

FROM: John S. Fellows, Community Development Director
Ken A. Smith, Planner

MEETING: Common Council

MEETING DATE: December 11, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Title 15.6

BACKGROUND/ANALYSIS:

The Common Council requested staff to modify the sign ordinance to allow for additional standards and regulations related to Digital Billboards. While making these amendments, staff proposes amending the Code allowing corporate and institutional campus signage standards for directional signage for properties over 10 acres. There have been several requests for directional signs for corporate larger campuses and the current standard only allows for entry and exit signs and has a square footage amount that does not allow for readable multi line signs. Staff has also taken the opportunity to correct grammatical issues and provide clarification language on several sections.

At the October 2023 meeting council directed staff to revise the ordinance to not modify the number of digital display structures, panels, or locations.

The attached revised ordinance provides general classifications related to digital billboards, provides language for directional signage for large properties.

RECOMMENDATION:

Staff recommends Common Council approve the recommended ordinance.

ACTION REQUESTED:

To - Grant approval of an ordinance amending Chapter 15.6 Regulations of Signs, Billboards, and Other Advertising Media as indicated in the proposed ordinance.

ATTACHMENT:

[Attachments – Ordinance](#)

[Attachments – Red Line Text of Chapter 15.6.](#)