

## 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: \_\_\_\_\_

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: \_\_\_\_\_

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 Director of Community Development John Fellows at [J.Fellows@GlendaleWI.gov](mailto:J.Fellows@GlendaleWI.gov) and Planner Ken Smith [K.Smith@GlendaleWI.gov](mailto:K.Smith@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: \_\_\_\_\_

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



PHOENIX  
INVESTORS

## Plan of Operation/Business Plan

To whom it may concern,

Phoenix Investors is the parent company to Phoenix Glendale WI Industrial Investors LLC (Phoenix) which is the owner of the facility located at 5055 N Lydell Avenue, Glendale, WI 53217. At this point Phoenix, at the request of the future potential tenant, would like to keep the business type as an auto service center. The Phoenix headquarters is located downtown Milwaukee at 401 E Kilbourn Ave, Suite 201, Milwaukee, WI 53202. The applicant for this business approval is Ian Wolkowicz, a project manager for Phoenix, working on the above-listed property. The property is described as a corporate office with a tax-key of 203-8995-004 and an existing zoning of Planned Unit Development. The lot size is approximately 15.48 acres with the entire building being approximately 153,500 square feet containing both single and two-story spaces.

The purpose of this application is to apply for Phoenix's prospective tenant's new automotive service center that will be taking a portion of the existing building on site. At this point Phoenix is preparing and presenting the space as a "white box" to the potential tenant and said tenant will apply for specific occupancy in the required manner, to the City of Glendale. Usage for the existing building spaces are currently corporate offices, vacancies, and a minor back warehouse. The total floor area for the new business will be approximately 51,000 square feet. 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 tenant's responsibility. No conditions have been placed on our property to restrict the new or any existing use at this time. The property has existing fencing along the north and west property lines that will be replaced with new alike fencing. The attached plans will show additional fencing to be added on the northeast side of the property with gates at the entrances/exits. The automotive service center portion of this new business use will not cause any problems such as noise, odors, glare, fire hazards, or smoke. The business will not provide food services. We have current provisions set up for fire protection and life safety. We have no rules and regulations that are out of the ordinary for property. The current timetable for completing building construction and

anticipated opening date would be late 2024. Our proposed on-site security measures go no further than fencing, newly proposed gates, and no trespassing signs. Our anticipated maximum number of facility users and viewers at one time should not exceed 75 users.

The general high-level business plan for this operation is to get approval for the automotive service center portions of the new business to start our “white box” renovations for a future tenant. The tenant will disclose their specific use when they apply for permits on their portion of the construction buildout. As mentioned above the business will have office hours of Monday – Saturday 7am – 7pm (employee count mentioned above). Additional floor plans, elevations, and renderings to be provided as a base need until approval. Confidentiality, at this point, is of utmost importance and as soon as Phoenix is permitted to release more information on the tenant and operations, the City of Glendale will be notified of all information. As mentioned, this is a request for approval of the corporate office for the prospective tenant. Additional items to be discussed as we progress.

For any questions, please do not hesitate to reach out.

Regards,



**IAN WOLKOWICZ**

ASSISTANT PROJECT MANAGER

[IWOLKOWICZ@PHOENIXCONSTRUCTION.US](mailto:IWOLKOWICZ@PHOENIXCONSTRUCTION.US)

[D: 414-395-0312](tel:414-395-0312)

[PHOENIXINVESTORS.COM](http://PHOENIXINVESTORS.COM)

[401 E KILBOURN AVE, STE 201](#)

[MILWAUKEE, WI 53202](#)