



CITY OF ST. FRANCIS
PLANNING COMMISSION MEETING

JANUARY 25, 2017
6:30PM

NOTICE

There will be a Planning Commission meeting on Wednesday, January 25, 2017 at 6:30pm in the Committee Room at the St. Francis City Civic Center located at 3400 E. Howard Avenue.

PLANNING COMMISSION AGENDA

1. Call to Order
2. Minutes of the meetings held October 26, 2016 and November 29, 2016.
3. Public Comment
4. Discussion
Administrator Update
5. Discussion and Possible Action
Southeast corner of S. Kinnickinnic and E. Howard Avenues- possible creation of CSM
6. Adjourn.

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who have a qualifying disability under the Americans with Disabilities Act. Request should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300. The meeting room is wheelchair accessible from the East and West entrances.

Note: There is the potential that a quorum of the Common Council may be present.

**MINUTES OF THE PLANNING COMMISSION MEETING
HELD OCTOBER 26, 2016, 6:30 PM**

Members present: Mayor St. Marie-Carls, Alderperson Ken Tutaj, Commission Members Eric Stemwell, Rick Grubanowitch, Charles Buechel, Darin Frerichs and Tom Kiepczynski.

Members excused: None.

Also present: City Administrator Mark Johnsrud, City Engineer/Director of Public Works Melinda Dejewski, Building Inspector/Zoning Administrator Craig Vretenar, Kelly Cronin of St. Francis Animal Hospital, Luis Barbosa, architect for St. Francis Animal Hospital, Carlos Gutierrez, Josefina Gutierrez, JP Minchello, Benjy Karen of Karen Properties, Richard Adamczewski, and Bob Zignera.

1. Call to Order

The meeting was called to order by Mayor St. Marie-Carls at 6:38 PM.

2. Minute Approval

A motion was made by Commissioner Grubanowitch, seconded by Alderman Tutaj to approve the minutes of the August 24, 2016 meeting as amended. Motion carried. The amendment was to remove a partial paragraph from the previous minutes errantly included in the August 24, 2016 minutes.

3. Public Comment

There was no public comment.

4. Discussion and Possible Action

A. 3876 S. Kinnickinnic Avenue - St. Francis Animal Hospital

1. Minutes of the Aesthetic Control Board meeting held September 15, 2106

2. Report on Aesthetic Control Board meeting held October 20, 2016

3. Revised Building and Site Plans

Mayor St. Marie-Carls requested that Building Inspector Vretenar and Commissioner Frerichs proved an update to the Commission on the Aesthetic Control Board meetings proceedings. Commissioner Frerichs stated that there had been 2 reviews by the Aesthetic Control Board. They discussed different elements of the building including: the rotunda, accentuating the columns, suggestions for different materials, and suggested to reduce the brick and include some metal panels. The St. Francis Animal Hospital is considering only constructing the main office portion of the building and having the boarding area be a planned future addition due to cost issues which leaves the wall that was to be an interior wall an exterior wall and the need to provide direction on how it should be treated aesthetically. The Board also discussed the monument sign and the sign on the building's rotunda. They also requested for some colors to match the brick and that the banding continue all the way through.

Building Inspector Vretenar stated that the signage on the rotunda would not necessarily work per the sign company. There are too many letters so the sign would go around the entire rotunda. They are considering incorporating a mirror entrance on the Howard Avenue side of the building to mount the sign to in addition to the 2 column monument sign.

City Administrator Johnsrud stated that staff met with the St. Francis Animal Hospital just before the meeting. During the preparation of the CSM, it was discovered that the restrictive covenant on the former We Energies property extends into the area where the City believed it could create an additional lot for development. This restriction reduces the amount of developable area and removes the area originally proposed for a joint stormwater retention area. One idea for the remnant land after the portion is transferred to the St. Francis Animal Hospital is that it be used as a trail head for the Nojoshing Trail. A trail head exists there now and there could be benefits to creating a small parking lot for people to be able

to use the trail better. Administrator Johnsrud also stated that he would recommend that the development be sent to the Common Council for possible incentives and if the City would consider incentives, that maybe the entire project could be done at once instead of the main area and then an addition at a future date. Lastly, he commented that the building is very long and is slightly lower than the road and suggested that the color of the shingle be different from the rotunda or that it be a standing seam roof.

Commissioner Grubanowitch inquired if the phasing was a new concept. Mayor St. Marie-Carls stated that it was due to the cost estimates the St. Francis Animal Hospital had received. She clarified that it was not a phasing plan but a planned addition.

Building Inspector Vretenar stated the St. Francis Animal Hospital could reduce the number of spaces because it is only a hospital and that the garbage enclosure had been relocated out of the easement.

There was more general discussion on the trail head possibility. There was no action taken on this item.

B. 3849 South Packard Avenue – Clarification of Use

City Engineer Dejewski gave an overview of the issue stating that at the previous meeting, this property had been discussed as a 3-family property. During the review, it was found that the building really was a 4-family structure due to the area that was originally to be a storage/common area being fully remodels with a kitchen and bedroom. The owner has now come forward with a new application for rezoning so that the building can be allowed.

Commissioner Stemwell asked if it is 3 units or 4 units and if the parking was still acceptable. Building Inspector Vretenar stated that the upper unit over the garage is totally separated from the basement unit and can only be accessed through the garage. The unit could be used as a 4th unit.

Administrator Johnsrud stated that the biggest issue is that the rezoning ordinance specifically states that the unit over the garage is restricted to storage.

There was discussion on how the unit over the garage could be used as part of an existing unit to have a 3 family or if it should be considered a 4 family structure.

There also was discussion regarding the parking. Mr. Minchello has in the lease agreements that there will be 2 spaces per unit and 2 garage spaces but knows that the code requires 16 spaces with 8 of them being garage spaces. Administrator Johnsrud stated that a solution could be that language be included in the ordinance stating that when the second lot is developed, that all the parking for both properties would be brought up to code. Commissioner Stemwell questioned if there was a parking issue prior to the development of the second lot, could the City require the installation of additional parking. The answer was yes.

A motion was made by Commissioner Grubanowitch, seconded by Commissioner Kiepczynski to recommend to the Common Council to consider and refer to the Planning Commission the new application for rezoing from R3 to R3-Special Use for a 4 unit building instead of a 3 unit building, to set the public hearing and to waive the application fee. Motion carried.

C. 2520 E. Norwich Avenue – Gutierrez Auto Repair Special Use Application

Building Inspector Vretenar stated that the owner purchased the building to be able to store towed cars which had been repossessed. The building has been a laundry mat, striping company and a whole sale tire company. The owner wants to sell the property. Mr. Gutierrez clarified that he is leasing the property from the owner and he has some improvements to do to the building and garage. Building Inspector Vretenar stated that there is an existing apartment above the lower storefront which had been occupied until about 2 months ago. Mr. Gutierrez stated that he wants to use the apartment space for the tow truck drivers who

are “on call”. There would not be an sleeping but since their company is a 24 hour towing company, sometimes the drivers need a place to get some coffee and rest.

Alderman Tutaj asked if there were any safety concerns. Building Inspector Vretenar stated that there will need to be an occupancy inspection by the Fire Department, Building Department and the Electrical Inspector.

Commissioner Kiepczynski inquired as to how long the cars would be stored and what the garage would be used for. Mr. Gutierrez stated that they would be stored for 30 days and that there installing a fence to the front of the building to secure the cars. Mr. Gutierrez then stated that the garage would be used for his truck and tools for repair.

Alderman Tutaj asked if there was a limit on the number of cars that could be stored. Building Inspector Vretenar stated there was not. He added that auto repair is allowed under the current zoning of the property.

Commissioner Grubanowitch stated that the building needs some updating. The laundry sign should be removed is it is not being used as a laundry mat, the boarded up windows should be replaced. He inquired as to the improvements Mr. Gutierrez was planning on making to the property. He also wanted to know how many cars would be stored. Mr. Gutierrez stated that he would be storing about 20 cars but they would be in and out. He doesn't want to keep cars more than 30 days. Typically the care are switched out around every 5 days.

Commissioner Kiepczynski asked if there would be an environmental issues if junked cars were being stored. He also stated that he concurred with Commissioner Grubanowitch that the property needed improvement. Mr. Gutierrez stated that the cars would not be cars from crashes.

A motion was made by Commissioner Buechel, seconded by Commissioner Kiepczynski to recommend to the Common Council to approve the rezoning from M1 to M1-Special Use for a ground transportation service (towing company) and watchman service headquarters contingent upon all property maintenance codes being adhered to and to set the public hearing. Motion carried.

D. 2300 E. Layton Avenue – Pettis Martial Arts Expansion Special Use Application

Mayor St. Marie-Carls stated that Mr. Benjy Keren was in attendance and let him provide and update to the Commission.

Mr. Keren stated that over the summer, Pettis Martial Arts expanded into the PCS store area. He did not realize that they would need to reapply for an occupancy permit to expand into the PCS space. He understands that parking is an issue. He has started putting up 3 signs as had been discussed previously, but when he did, Wing Stop called stating that he signs were a violation of his lease. Mr. Keren is looking at another solution to let people know there is additional parking around the corner toward the Great Clips store. They have also installed a sign stating “No thru driving” by The Landing. He knows that they are deficient 13 spots. They had originally submitted a plan for parking on the land to the rear which they own. They felt that the cost of \$100,000 was excessive and it would ruin the land. They contacted the tenant, not the owner, of the building to the west. Mr. Keren is leasing space on the east side of The Landing building. Since they have done the lease, there have been no parking issue for the last 2 months. They went back to RA Smith and did an additional study. RA Smith went back 2 more times to count the cars. On the weekdays there was approximately 35 cars and on the weekend, there was no issue.

Administrator Johnsrud stated that the staff reviewed this issue. One concern is the letter of credit condition that was originally included which was to ensure the property owner would provide parking. Staff believes that this is an unusual application of a letter of credit since it is by the bank. Banks will

usually do a letter of credit on a short term basis. A letter of credit typically is not used for a long term guarantee since they are difficult and expensive to get and manage. Administrator Johnsrud suggested revising the rezoning ordinance to require that the parking lot must have 2 vacant parking spaces at all times when the business hours of Pettis Martial Arts and that complaints by a business or visitor would cause the City to investigate and make a recommendation to the Council. The property owner would also have to provide the City with a “parking bank” equal to 13 spaces either secured by a lease on another property or the construction of additional parking.

Commissioner Frerichs inquired if different parking configurations had been investigated and Commissioner Grubanowitch asked why the lease was only month to month. Mr. Keren stated that other configurations had been looked at but there is a fire lane along the sidewalk so it constrains the site. Also, Mr. Keren wanted a long lease but the tenant cannot do any long term lease and the owner is aware of the lease.

A motion was made by Commissioner Buechel, seconded the Commissioner Kiepczynski to recommend to the Common Council to approve the proposed amendment to Ordinance 1388 (Special Use Ordinance for Pettis Martial Arts) with the language proposed by the City Administrator as presented. Motion carried.

5. Unfinished Business

A. 4235 S. Nicholson Avenue – RFP Review

Mayor St. Marie-Carls stated that the Council believed that the proposed development was not the right mix so they did not approve moving forward.

B. Keren Properties Site – 2300 E. Layton Avenue

This item can be removed from the agenda.

6. Adjourn

A motion was made by Alderman Tutaj, seconded by Commissioner Stemwell to adjourn. Motion carried. Meeting adjourned at 8:23pm.

**MINUTES OF THE PLANNING COMMISSION MEETING
HELD NOVEMBER 29, 2016, 6:00 PM**

Members present: Mayor St. Marie-Carls, Alderperson Ken Tutaj, Commission Members Eric Stemwell, Rick Grubanowitch, Charles Buechel, Darin Frerichs and Tom Kiepczynski.

Members excused: None.

Also present: Alderman McSweeney, City Administrator Mark Johnsrud, City Engineer/Director of Public Works Melinda Dejewski, Building Inspector/Zoning Administrator Craig Vretenar, Tom Wolf, Richard Adamczewski, and Bob Zignera.

1. Call to Order

The meeting was called to order by Mayor St. Marie-Carls at 6:00 PM.

2. Minute Approval

There were no minutes.

3. Public Comment

There was no public comment.

4. Discussion and Possible Action

A. 3849 South Packard Avenue – Application for Rezoning R-3 to R3-SU

Building Inspector Vretenar stated that this is the application for rezoning based upon the discussion at the previous meeting. There was discussion regarding the parking. A motion was made by Alderman Tutaj, seconded by Commissioner Buechel to recommend to the Common Council to approve the rezoning with the stipulations outlined in November 22, 2016 letter from the City Engineer including a parking bank provision and submittal of development plan of Lot 2 to the Planning Commission for review and approval. Motion carried.

B. CSM for Northeast Corner of S. Kinnickinnic and E. Howard Avenues

City Engineer Dejewski stated that this is the finalized CSM for the dedication of the right-of-way for Howard Avenue and to subdivide the property to sell to the St. Francis Animal Hospital. Commissioner Frerichs inquired if the City had considered changing one of the traffic lanes to a parking lane. City Engineer Dejewski stated no and that there should be enough land available to provide on-site parking. City Administrator Johnsrud asked if it was in compliance with the comprehensive plan. City Engineer Dejewski state that the road is what as build by the State at the item as was requested by the City. A motion was made by Commissioner Frerichs, seconded by Commissioner Kiepczynski to recommend to the Common Council to approve the Certified Survey Map for the northeast corner of S. Kinnickinnic and E. Howard Avenues. Motion carried.

C. CSM for 4267 S. Pennsylvania Avenue

Building Inspector Vretenar stated that the preliminary CSM was done in 2015 but is was not followed up on. The DOT sold Mr. Wolf the remnant parcel but deed restricted the access so that the only access could only be from Mr. Wolf's property. The garage is now build and the landscaping is forthcoming. The land needs to be combined due to the access restriction and to have the garage per code. A motion was made by Alderman Tutaj, seconded by Commissioner Buechel to recommend to the Common Council to approve the Certified Survey Map for 4267 S. Pennsylvania Avenue. Motion carried.

6. Adjourn

A motion was made by Commissioner Stemwell, seconded by Commissioner Grubanowitch to adjourn. Motion carried. Meeting adjourned at 6:28pm.