



CITY OF ST. FRANCIS
PLANNING COMMISSION MEETING

AUGUST 24, 2016
6:30PM

NOTICE

There will be a Planning Commission meeting on Wednesday August 24, 2016 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 meeting held July 27, 2016
3. Public Comment
4. Discussion and Possible Action
 - A. St. Francis Animal Hospital – Site Plans and Architectural Plans
 - B. Vacation and Deletion of City Right-of-Way
 1. South Side of E. Martin Lane between S. Kirkwood Avenue and S. Lake Drive
 2. Unimproved Right-of-Way North and South of E. Howard Avenue as follows:
 - a. Unimproved S. Barland Avenue from E. Howard Avenue to a point approximately 120 feet north of E. Howard Avenue
 - b. Unimproved S. Barland Avenue from E. Howard Avenue to a point approximately 120 feet south of E. Howard Avenue
 - c. Unimproved Public Alley approximately 120 feet north of E. Howard Avenue from Unimproved S. Barland Avenue west approximately 430 feet
 - d. Unimproved Public Alley approximately 120 feet south of E. Howard Avenue from Unimproved S. Barland Avenue west approximately 400 feet
 - C. Development Update
 1. Mandel Group Proposed Development
 2. Bear Development
 3. Gallacher Proposed Development
5. Unfinished Business
 - A. 4235 S. Nicholson Avenue Site – RFP Review
 - B. Keren Properties Site – 2300 E. Layton Avenue
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 JULY 27, 2016, 6:30 PM**

The meeting was called to order by Mayor St. Marie-Carls at 6:30 PM.

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

Members excused: Alderperson Ken Tutaj, Commission Member Eric Manders.

Also present: Alderwoman Janis Schandel, City Engineer/Director of Public Works Melinda Dejewski, Building Inspector/Zoning Administrator Craig Vretenar, City Attorney Paul Alexy, Benjy Keren of Keren Properties, Marco Arias of Pettis Martial Arts, George Pavelich of The Landing, JP Minchello, Ann Carter-Dryer, and Bob Zignera.

1. Call to Order

2. Minute Approval

A motion was made by Commissioner Buechel, seconded by Commissioner Stemwell to approve the minutes of the June 28, 2016 meeting. Motion carried.

3. Public Comment

None.

4. Discussion and Possible Action

A. Special Use Application – 3849 S. Packard Avenue

Building Inspector Vretenar explained that the original house had a number of issues. It historically was a 3 family but 2 of the units were condemned. Mr. Minchello has completely rehabilitated the structure. Mr. Minchello does not have the required number of covered parking spaces. He had 2 covered spaces but needs 6 covered spaces. He does have the required number of surface parking spaces.

Commissioner Stemwell asked about the layout of the interior of the structure. Mr. Minchello explained that the lower level is one unit, the first floor is the second unit and is an ADA compliant unit and was included in the documentation provided in the application; and the second floor is the third unit. The space over the garage is a common area for storage.

Commissioner Buechel asked about the parking. Building Inspector Vretenar stated that the property originally had a 3 car garage but the garage had to be rebuilt as part of the rehabilitation and was reconstructed as a 2 car garage.

Mayor St. Marie-Carls stated that the property is in the best condition that it has been in for a long time. She believes the paving is well done and that the request is reasonable.

City Attorney Alexy stated that the parking reduction needs to be included in the motion. Mr. Minchello added that he has a contractual restriction with the renters. They can only have 2 vehicles per unit. He further clarified that the space over the garage will remain common space; it will not be occupied.

A motion was made by Commissioner Buechel, seconded by Commissioner Kiepczynski to recommend to the Common Council to approve the application for special use as set forth in the application subject to 2 vehicles per dwelling unit restriction, the common area above the garage not to be occupied as a dwelling unit and to set the public hearing date.

On the question, there was a request for clarification regarding the location of the garbage containers. The garbage containers are located out of the line of site from the front yard.

Motion carried.

B. Keren Properties – Layton Avenue Site
Plan of Operation/Occupancy
Parking

Mr. Keren stated that a revised plan of operation had been submitted. He explained that Pettis Martial Arts has expanded into the former cell phone store. The 2 main differences in the original plan of operation and the revised plan of operation is that the facility opens earlier and they have added personal training and fitness classes versus group training and fitness classes. He believes that the facility has been an addition to the community. Commissioner Grubanowitch asked when Mr. Keren found out that the cell phone store had moved out. Mr. Keren replied that he found out around June 1, 2016. He explained they had signed a lease with Pettis for both units. Mr. Pettis informed Mr. Keren that the cell phone business was not doing well so they moved out. Mr. Pettis did not think expanding into the cell phone area would be an issue since he was the holder of the lease for both areas. Commissioner Grubanowitch inquired as to how long the cell phone store had been in the location. Mr. Keren responded 6 months. Commissioner Kiepczynski asked when he notified the City of the change. Mr. Keren stated he did not notify the City. He was unaware he had to resubmit a plan of operation for a change in occupancy.

Mr. Keren stated that he has looked at the parking issue and will put up signs reserving specific spots for each business and install signs indicating that there is additional parking around the building. He is hoping to purchase the land from the City to install additional parking. There was discussion regarding the location of the additional parking. Attorney Alexy reminded the Commission that the Special Use Ordinance states that if there are concerns regarding the parking, there was to be a letter of credit on file and 11 additional spaces. City Engineer Dejewski expressed concerns regarding different infrastructure located on the City property that may impact development of the property.

Mr. Arias of Pettis Martial Arts added that it was ignorance on their part that they expanded into the cell phone store location without notifying the City. They are trying to be a good addition to the community.

Mr. Pavelich stated that there is a lot of congestion and confusion in the parking lot and many people park on his property. Between 4 and 6pm is the busiest time.

Commissioner Buechel asked how if by expanding into the cell phone area, if more parking spots would be required than originally required. Building Inspector Vretenar stated originally 11 additional spots were required but by expanding and adding square footage to the operation, now 13 additional spots are required therefore the expansion increased the required additional parking spots by 2. There was discussion on which parking option would be the quickest to install and the potential of purchasing the City property. Mayor St. Marie-Carls stated that the City is not against selling property. She believes that the approval for the revised plan of operation and occupancy and the parking installation could be concurrent. She continued that it did not matter what Great Clips reports; they are only the tenant; that Mr. Keren is the owner of the property and that is who the Planning Commission needs to work with.

Commissioner Grubanowitch stated that he believes this parking to be a significant issue. The original agreement required these spots. Alderwoman Bostedt voted against this because of the potential parking issue. He definitely thinks that the City should consider selling the property however, he does not want to approve anything until the parking is resolved. He wants to see a schedule for the installation.

There was discussion on the process to sell the City land. City Engineer Dejewski stated that the land is technically right-of-way, not a separate lot of real property, therefore the sale will be complicated since a

lot will have to be created from the right-of-way. It was brought out that the proposed parking plan for the City land only shows 7 spaces. The plan for parking on the Keren adjacent property shows the 11 spaces. It appears that the plan for the 11 spaces is the one that needs to be executed.

Building Inspector Vretenar and City Attorney Alexy reminded the Commission that the violations still exist. There was discussion on this matter. It was concluded that as long as all parties are working together, the Planning Commission will take no action on the non-compliance at this time.

Mayor St. Marie-Carls stated that she would suggest tabling the issue but the items to be worked on are as follows:

Mr. Keren – plan of operation amendment; application for occupancy permit; remove the PCS sign; install the signs designating the parking areas as stated by Mr. Keren; status of monument sign; and bringing a plan forward for the installation of the 11 parking spots.

City – staff to investigate land and how to transfer; letter of credit status; and utilities on the land.

A motion was made by Commissioner Grubanowitch, seconded by Commissioner Kiepczynski to table Item 4B. Motion carried.

C. Development Update

Bear Development

Mayor St. Marie-Carls stated that the financial agreement with the CDA was approved. There is no development agreement yet. She has no further update on the progress of the plans. Bear is active in the community though. They donated \$500 to the 4th of July Committee. There was no action taken on this item.

Gallacher Proposed Development

Mayor St. Marie-Carls stated that they made an offer which centered around the presentations made and the offer was discussed by the Common Council in closed session. There was no action taken on this item.

Becker Property Services (Holie) Proposed Development

Mayor St. Marie-Carls stated that they made an offer and it was discussed in closed session. City Attorney Alexy added that the Common Council directed staff to inform the applicant that the City would not pursue their offer. There was no action taken on this item.

St. Francis Animal Hospital Update

Mayor St. Marie-Carls stated that there was a special meeting of the Common Council for the public hearing. There were some comments on the project. The Common Council has approved the special use. There were some conditions with the approval including limiting the number of dogs to be boarded in the day to 20 and boarded overnight to 10 and to have noise attenuation guidance which included language that if future issues as defined by the Planning Commission or by inquiry, the Planning Commission has the ability to review and recommend additional attenuation if needed. She added that she has heard that they will be adding additional screening to the plan for the neighbors. There was no action taken on this item.

5. Unfinished Business

A. 4235 S. Nicholson Avenue Site – RFP Review

Mayor St. Marie-Carls stated that Brinshore made a presentation to the CDA regarding the WHEDA tax credit program.

6. Adjourn

A motion was made by Commissioner Buechel, seconded by Commissioner Stemwell to adjourn. Motion carried. Meeting adjourned at 8:17pm.



City of St. Francis

Melinda K. Dejewski, PE, City Engineer/Director of Public Works

August 19, 2016

Honorable Mayor and Planning Commission
City of St. Francis

Subject: St. Francis Animal Hospital Project

Gentlepersons:

The City has received and reviewed the initial site plan and architectural elevations for the subject project. Note that the CSM for the site provided to the developer from the City is preliminary; therefore the site plan configuration is also preliminary. The final CSM will be completed once the right-of-way for E. Howard Avenue is completed. The anticipated time frame for the completion of the final CSM is 2 months.

Also, when E. Howard Avenue was constructed, the access point for this area was constructed with the roadway. It is the only location where the access can be accommodated for this area of land due to the topography of the area and the required distance from an intersection. This means that all developments on the northeast corner of E. Howard Avenue and S. Kinnickinnic Avenue must share this access point. The corner has approximately 3 acres of land which is developable. The City has committed approximately one acre to the St. Francis Animal Hospital. The balance of the site is a second developable site and there is an outlot for a shared stormwater management pond for the 2 developable sites.

The Engineering Department and Building Inspection Department have reviewed the plans submitted. Our comments are based upon the preliminary site plan and are as follows:

Site Plan

1. The parking lot configuration may have to be adjusted to accommodate the shared access driveway.
2. The location of the proposed garbage enclosure is in the 30 foot wide storm sewer easement. Permanent structures are not allowed within the easement. If the City wants to allow the garbage enclosure to be located in the easement, the enclosure would need to be constructed as a slab-on-grade structure with construction that would allow for it to be removed. Also the developer would need to acknowledge that if the City were to have to excavated the storm sewer; the City would not be responsible for the replacement of the garbage enclosure.
3. Part of the parking lot is located in the 30 foot wide storm sewer easement. Pavement is allowed within the easement with the stipulation that the City will not be responsible for the replacement of the pavement should the City have to excavate the storm sewer and disturb the pavement.
4. The site utility plan including the connection to the sanitary sewer, watermain and the stormwater management plan all need to be submitted for review.

5. The lighting plan with the cut sheets and photometrics needs to be submitted for review.
6. The topographic site plan needs to be submitted for review.

Architectural Plan

1. The requested changes appear to have been made to the building exterior.
2. The interior space has been further defined as requested.
3. The landscaping as proposed provides little screening to the abutting property owners. The proposed species of trees along the property line adjacent to the residential properties are deciduous trees which only offer screening during the warm months when the trees have leaves. An evergreen type of tree should be located along the property line adjacent to the residential properties. An evergreen type of tree is denoted in the schedule of trees on the landscape plan.
4. The signage plan needs to be submitted for review.
5. The Aesthetic Control Board must review and provide a recommendation to the Planning Commission.

There are outstanding plans that need to be submitted for review. Some of those plans cannot be developed until the City finalizes the CSM for the land division. In an effort to keep the project moving forward concurrently with the City endeavors to resolve the technical issues with the CSM it must create for the development of the area; it is recommended that the site plans presented be approved contingent upon staff review and approval of the revisions stated in this letter as well as the future plans to be submitted once the CSM is finalized (i.e. utility site plan, topographic site plan, photometric site plan, stormwater management plan, and signage plan). It is understood that the Planning Commission will review all the final plans once they are submitted and approved by staff.

Respectfully submitted,



Melinda K. Dejewski, P.E.
City Engineer/Director of Public Works

BMR
DESIGN GROUP, INC.
Architects - Engineers

503 West Lincoln Avenue
Milwaukee, Wisconsin 53207
Phone - (414) 384-2996
Fax - (414) 384-3904



Proposed New Animal Hospital
At:
3876 South Kinnickinnic
St Francis, WI

DATE: August 17, 2016 - Revised
BMR PROJECT NO.: 2016-24

PROJECT INFORMATION

PROJECT OWNER: Dr. Vic Dhillon
13100 W. National Ave
New Berlin, WI 53151
262-789-1954

PROJECT ADDRESS: 3876 S. Kinnickinnic
St. Francis, WI

PRINCIPAL IN CHARGE: Luis Barbosa

PROJECT ARCHITECT: Maria Nororis

PROJECT

Proposed Animal Hospital At:
 3876 South Kinnickinnic Ave.
 St. Francis, WI

PROJECT NO. 16-24

DATE 08/17/16

REVISIONS

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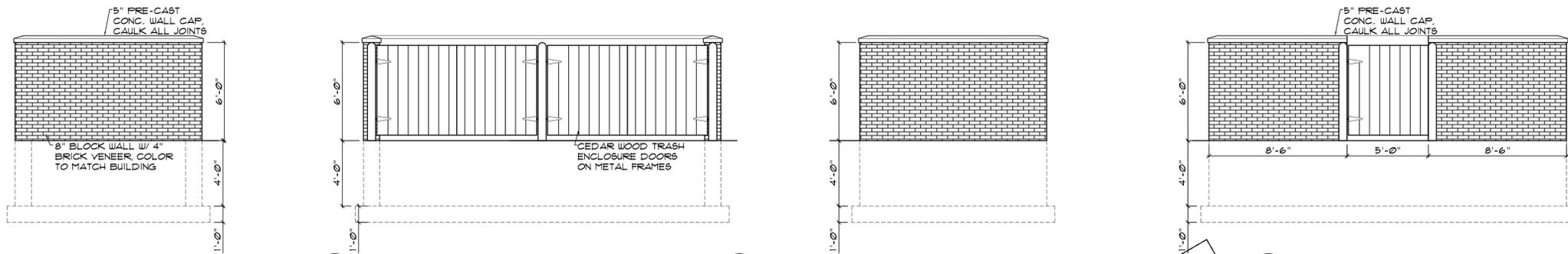
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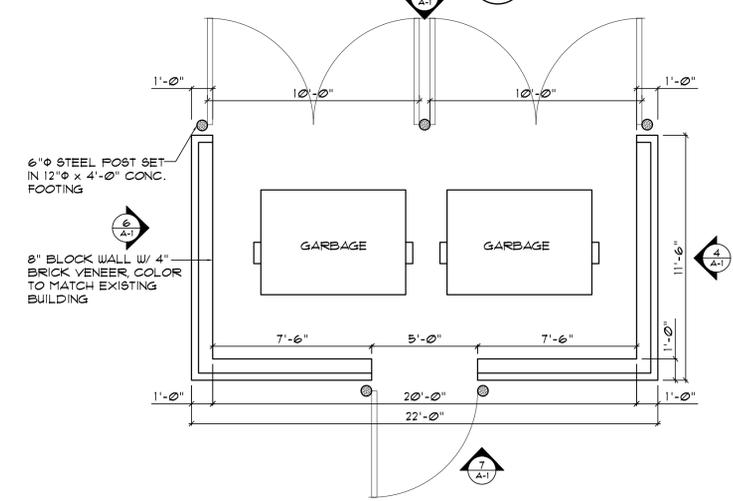
SCALE as noted

SHEET NO. A-1

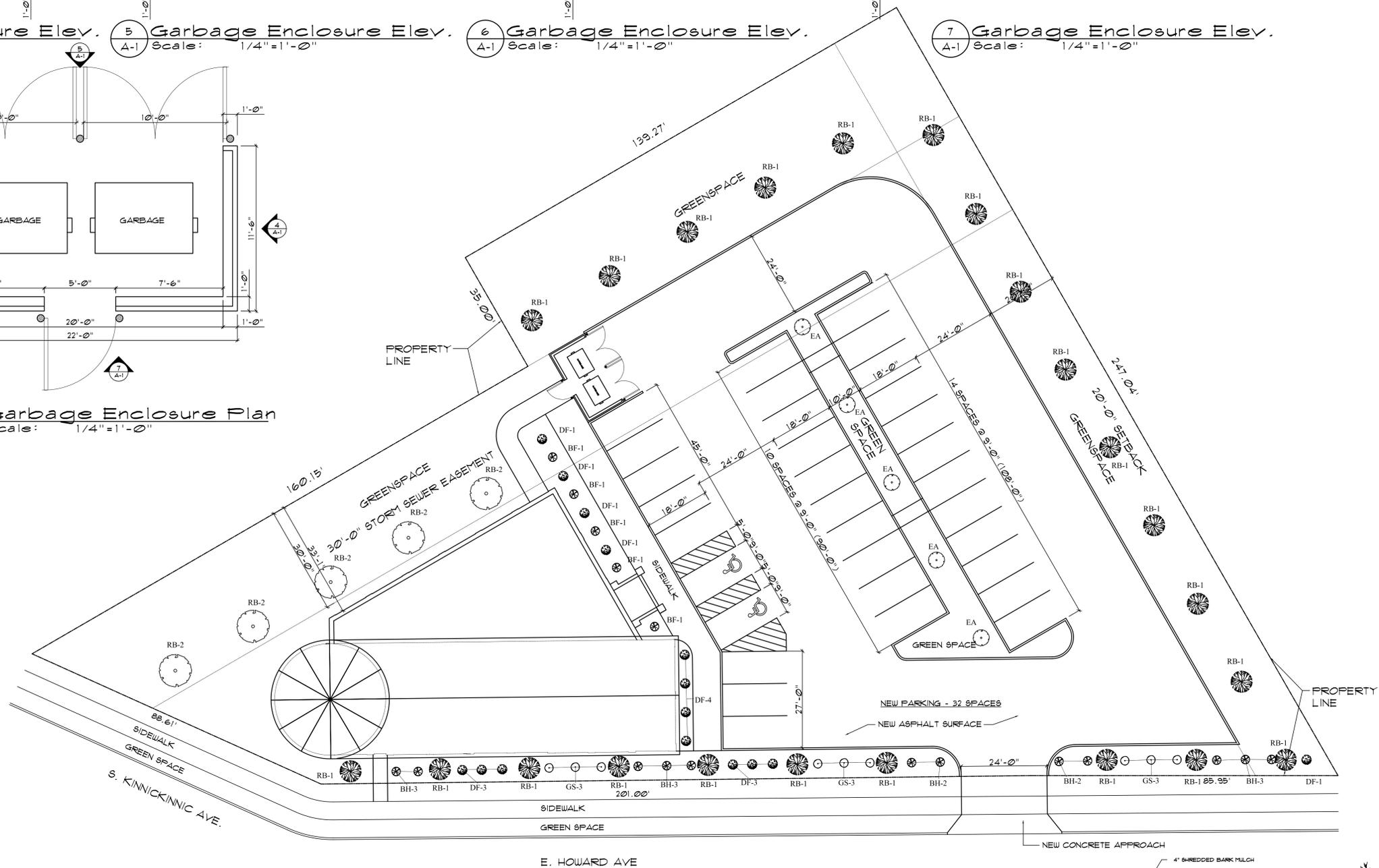
SHEET TITLE



4 Garbage Enclosure Elev. A-1 Scale: 1/4" = 1'-0"
 5 Garbage Enclosure Elev. A-1 Scale: 1/4" = 1'-0"
 6 Garbage Enclosure Elev. A-1 Scale: 1/4" = 1'-0"
 7 Garbage Enclosure Elev. A-1 Scale: 1/4" = 1'-0"

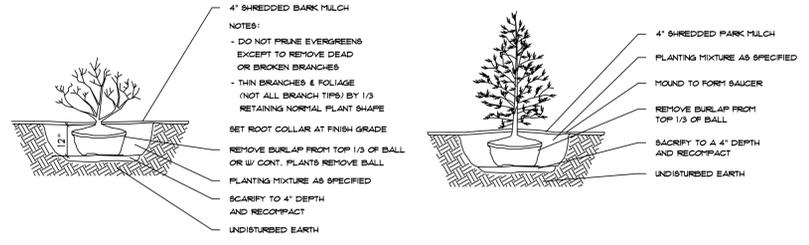


3 Garbage Enclosure Plan A-1 Scale: 1/4" = 1'-0"



1 New Site Plan A-1 Scale: 1/16" = 1'-0"
 NEW BUILDING: 5,000 SQ. FT.

| KEY | COMMON NAME | SCIENTIFIC NAME | QTY | SIZE |
|-----|----------------------|-------------------------------------|-----|---------|
| RB1 | RIVER BIRCH SINGLE | BETULA NIGRA | 23 | 2.5" BB |
| RB2 | RIVER BIRCH TWIN | BETULA NIGRA | 05 | 2.0" BB |
| EA | EMERALD ARBORVITAE | THUJA OCCIDENTALIS "SMAGARD" | 05 | 5' BB |
| DF | DWARF FOUNTAIN GRASS | PENNISETUM ALOPECUROIDES "HAMELN" | 15 | #1 CG |
| BH | BAR HARBOR JUNIPER | JUNIPERUS HORIZONTALIS "BAR HARBOR" | 17 | #3 CG |
| GS | GRO-LOW SUMAC | RHUS AROMATICA "GRO-LOW" | 03 | #2 CG |



2 Typ. Planting Detail A-1 Scale: N.T.S.

PROJECT

Proposed Animal
Hospital At:
3876 South
Kinnickinnic Ave.
St. Francis, WI

PROJECT NO. 16-24

DATE 08/17/16

REVISIONS

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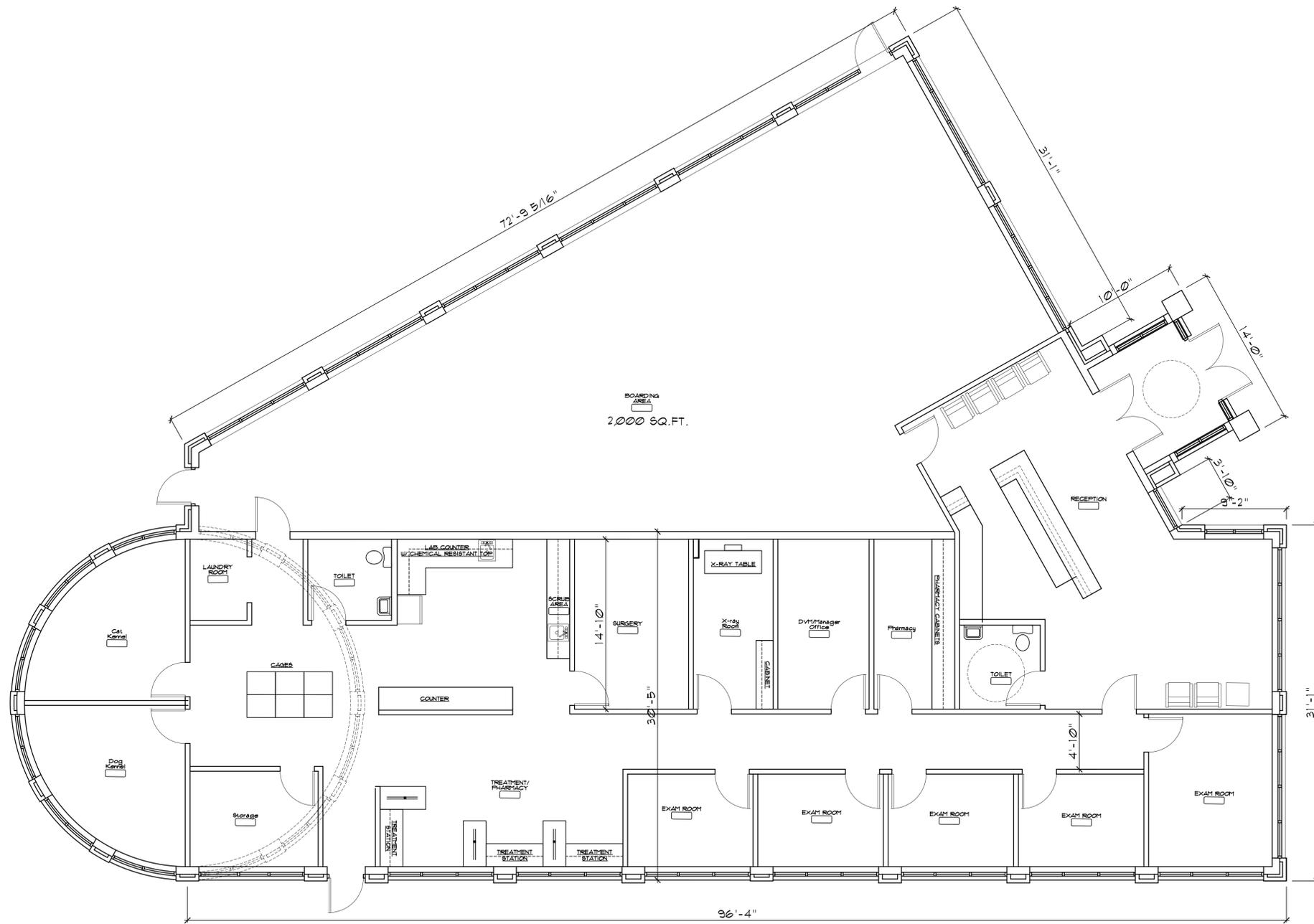
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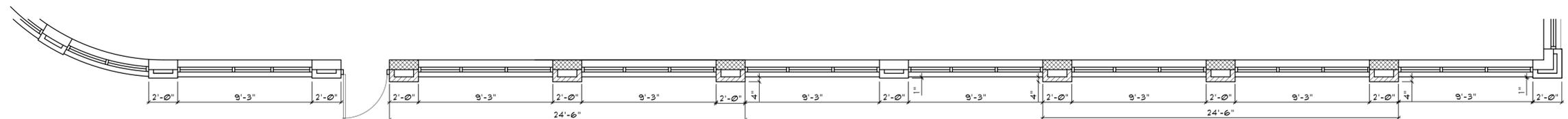
SCALE as noted

SHEET NO. A-2

SHEET TITLE



1 New Floor Plan
A-2 Scale: 1/8" = 1'-0"



2 Partial Wall Plan
A-2 Scale: 1/4" = 1'-0"



PROJECT

Proposed Animal
 Hospital At:
 3876 South
 Kinnickinnic Ave.
 St. Francis, WI

PROJECT NO. 16-24

DATE 08/17/16

REVISIONS

| NO. | DESCRIPTION |
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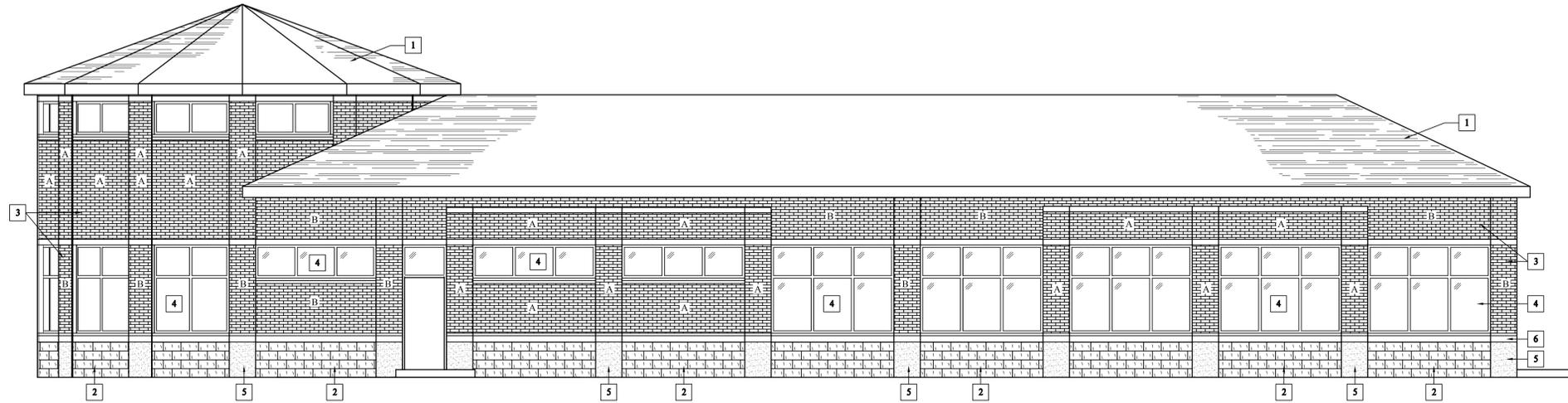
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SHEET NO. A-3

SHEET TITLE

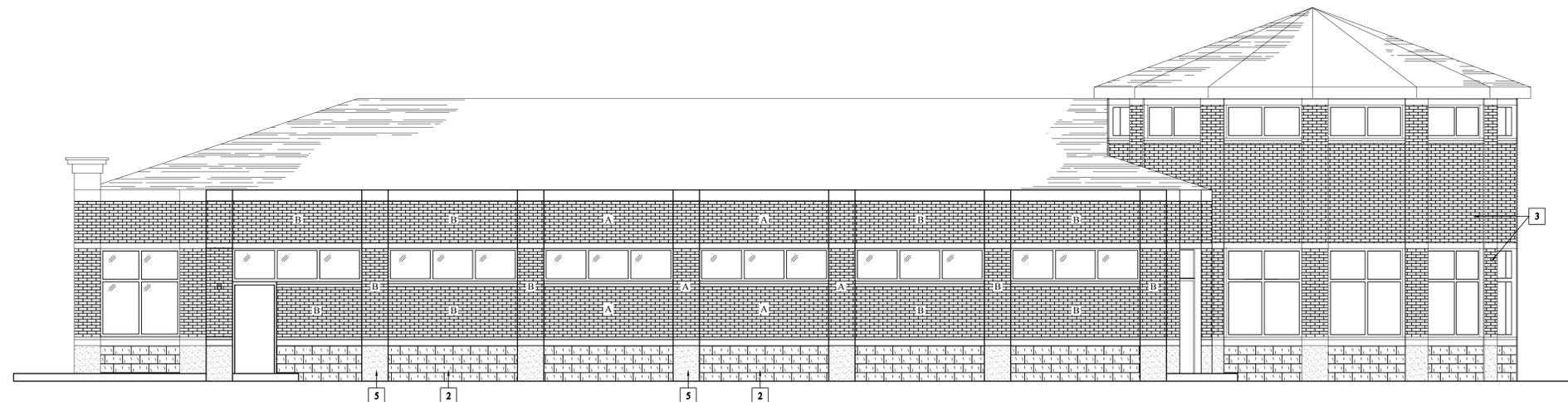


1 New South Elevation
 A-3 Scale: 3/16" = 1'-0"



2 New East Elevation
 A-3 Scale: 3/16" = 1'-0"

- 1 ASPHALT SHINGLES
- 2 SPLIT FACE CONCRETE BLOCK
- 3 BRICK VENEER- COLOR A AND COLOR B
- 4 ALUMINUM FRAME WINDOWS
- 5 STONE BASE
- 6 STONE SILL



3 New North Elevation
 A-3 Scale: 3/16" = 1'-0"



Proposed New Animal Hospital

At: 3876 S. Kinnickinnic Ave
Milwaukee, WI

Project # 2016-24
August 16, 2016





Proposed New Animal Hospital

At: 3876 S. Kinnickinnic Ave
Milwaukee, WI

Project # 2016-24
August 16, 2016





Proposed New Animal Hospital

At:3876 S. Kinnickinnic Ave
Milwaukee, WI

Project # 2016-24
August 16, 2016





Proposed New Animal Hospital

At: 3876 S. Kinnickinnic Ave
Milwaukee, WI

Project # 2016-24
August 16, 2016





City of St. Francis

Melinda K. Dejewski, PE, City Engineer/Director of Public Works

August 19, 2016

Honorable Mayor and Planning Commission
City of St. Francis

Subject: Vacation and Deletion of a Portion of Right-of-Way of E. Martin Lane

Gentlepersons:

E. Martin Lane is a small section of road between S. Kirkwood Avenue and S. Lake Drive. It used to be E. Howard Avenue. When it was E. Howard Avenue, it was an arterial street for the City. As an arterial, it had the necessary right-of-way to accommodate an arterial street. Arterial streets require more right-of-way than a residential street because arterial streets are typically wider, or anticipated to be wider, to convey more traffic through the City than a residential street which conveys traffic to a place of resident. Also, arterial streets often require sidewalks to provide safe passage for pedestrians among the increased traffic on an arterial street.

When E. Howard Avenue was extended and, in this area, relocated, this small section was renamed E. Martin Lane and changed to residential road. While the use of the road changed, the right-of-way did not. The City retained the full 45 feet of right-of-way on the south side of E. Martin Lane. Most residential roads in urban communities only require a 60 foot wide right-of-way. This would mean that the south side of E. Martin Lane would only need 30 feet of right-of-way instead of 45 feet of right-of-way. In this case, however; the north side of E. Martin Lane has 33 feet of right-of-way and is designated in the Comprehensive Plan as a location for commercial development. The additional 3 feet of right-of-way provides for additional opportunity of a wider roadway if needed to accommodate traffic from the commercial development.

I therefore recommend that 12 feet of the 45 feet of existing dedicated right-of-way on the south side of E. Martin Lane between S. Kirkwood Avenue and S. Lake Drive be vacated and deleted having a 33 foot wide right-of-way remain on the south side of E. Martin Lane.

Respectfully submitted,

Melinda K. Dejewski, P.E.
City Engineer/Director of Public Works





City of St. Francis

Melinda K. Dejewski, PE, City Engineer/Director of Public Works

August 19, 2016

Honorable Mayor and Planning Commission
City of St. Francis

Subject: Vacations and Deletions of Portions of Unimproved S. Barland Avenue north and south of E. Howard Avenue and Unimproved Platted Alleys north and south of E. Howard Avenue

Gentlepersons:

As you are aware, the City has been endeavoring to subdivide and sell the property it owns along E. Howard Avenue east of S. Kinnickinnic Avenue for development. The City purchased the land from We Energies several years ago. When the extension of E. Howard Avenue was constructed, We Energies only provided an easement for the roadway to the Department of Transportation who was the lead agency in the acquisition of land for the project and the construction of the project. At this point, one can only speculate on why We Energies would only provide an easement; however it becomes irrelevant since it is what exists today with the City owning the easement.

When the City decided to actively market this land, it became apparent that a dedicated right-of-way would need to be created instead of the easement as it exists today. In the research, a platted subdivision was discovered in the middle of the section of E. Howard Avenue easement. The platted subdivision has a section of E. Howard Avenue dedicated at 66 feet along with lots which were intended for single family homes. For several months, City staff has been researching the most cost effective way to remove the platted subdivision to allow for the creation of the appropriate 93 foot right-of-way (the width of the easement) Initially, it was thought that the City would have to take court action. Then, it was thought that the City could have a different type of plat done to overwrite the existing plat. Finally, after more research, it was determined that the City can vacate and delete the unimproved roads and alleys. Then the City can Quit Claim Deed the portions of the lots which are needed for the right-of-way to itself. Finally, the City creates a series of Certified Survey Maps (CSM) to combine the land, dedicate the right-of-way, and then subdivide the developable lots.

While this seems complicated, it is actually the most straight forward and cost effective method to have the right-of-way dedicated and create the necessary lots. The first step in the process is for the City to vacate and delete the unimproved platted portions of the streets from the subdivision. These are depicted on the attached maps. The Planning Commission must review all proposed vacations and deletions of right-of-way. These portions of S. Barland were not paved or improved nor are the alleys depicted. The area where the subdivision is platted cannot be developed now due to the location of wetlands and the topography of E. Howard Avenue in this area. A public hearing is required for all vacations and deletions of right-of-way. Therefore, I recommend the following lands as shown on the attached maps be vacated and deleted and to hold the public hearing:

- A. The Unimproved S. Barland Avenue from E. Howard Avenue to a point approximately 120 feet north of E. Howard Avenue;
- B. The Unimproved S. Barland Avenue from E. Howard Avenue to a point approximately 120 feet south of E. Howard Avenue;
- C. The Unimproved Public Alley approximately 120 feet north of E. Howard Avenue from Unimproved S. Barland Avenue west approximately 430 feet;
- D. The Unimproved Public Alley approximately 120 feet south of E. Howard Avenue from Unimproved S. Barland Avenue west approximately 400 feet.

Respectfully submitted,



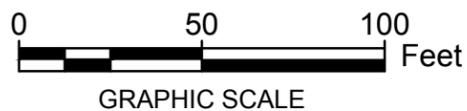
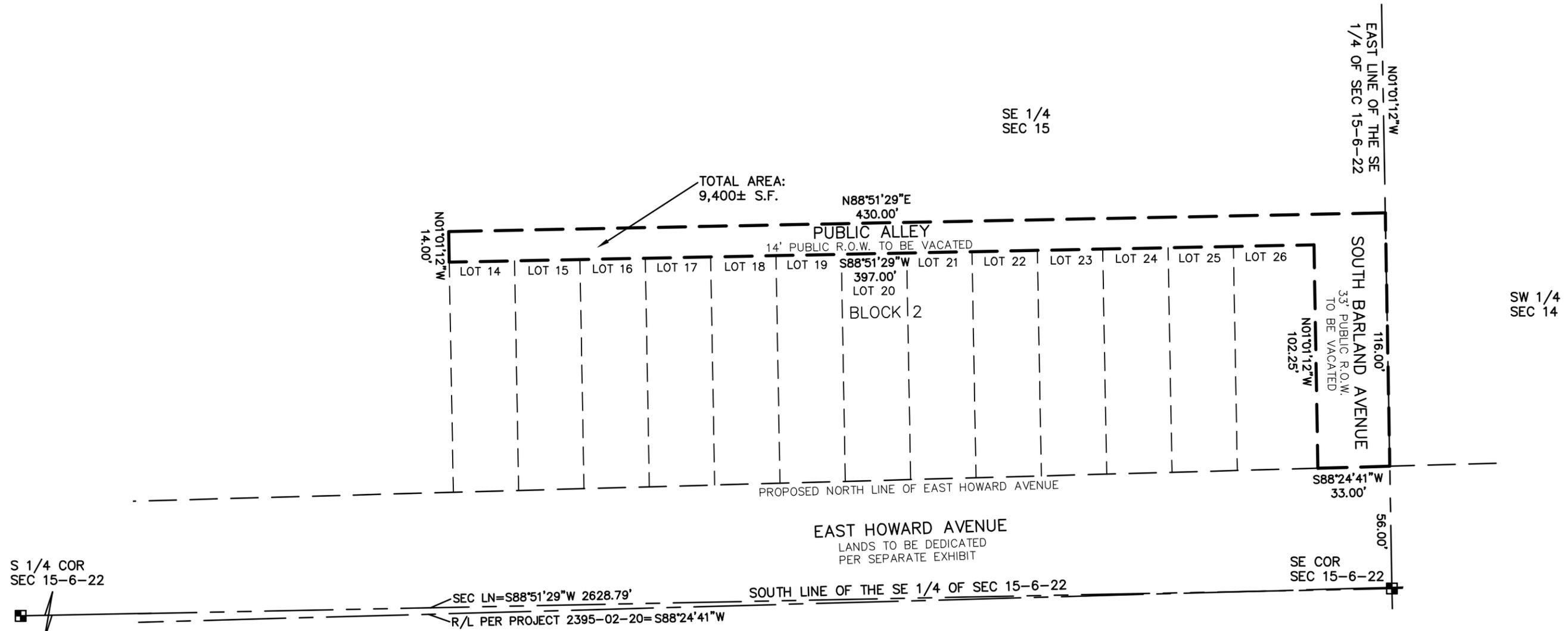
Melinda K. Dejewski, P.E.
City Engineer/Director of Public Works

RIGHT OF WAY VACATION EXHIBIT

Part of the Southeast 1/4 of Section 15, Township 6 North, Range 22 East, in the City of St. Francis, Milwaukee County, Wisconsin described as follows:

Public Alley being a part of Block 2, Sivyer & Betz Land Company's Subdivision No.3, also the West 33' of South Barland Avenue.
Said lands containing 9,400± Square Feet.

NOTE:
Bearings are based on SEWRPC Control Summary for Township 6 North, Range 22 East, Milwaukee County.



R.A. Smith National, Inc.

*Beyond Surveying
and Engineering*

16745 W. Bluemound Road, Brookfield WI 53005
262-781-1000 Fax 262-797-7373 www.rasmithnational.com
Appleton, WI Irvine, CA Pittsburgh, PA

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SHEET 1 OF 1

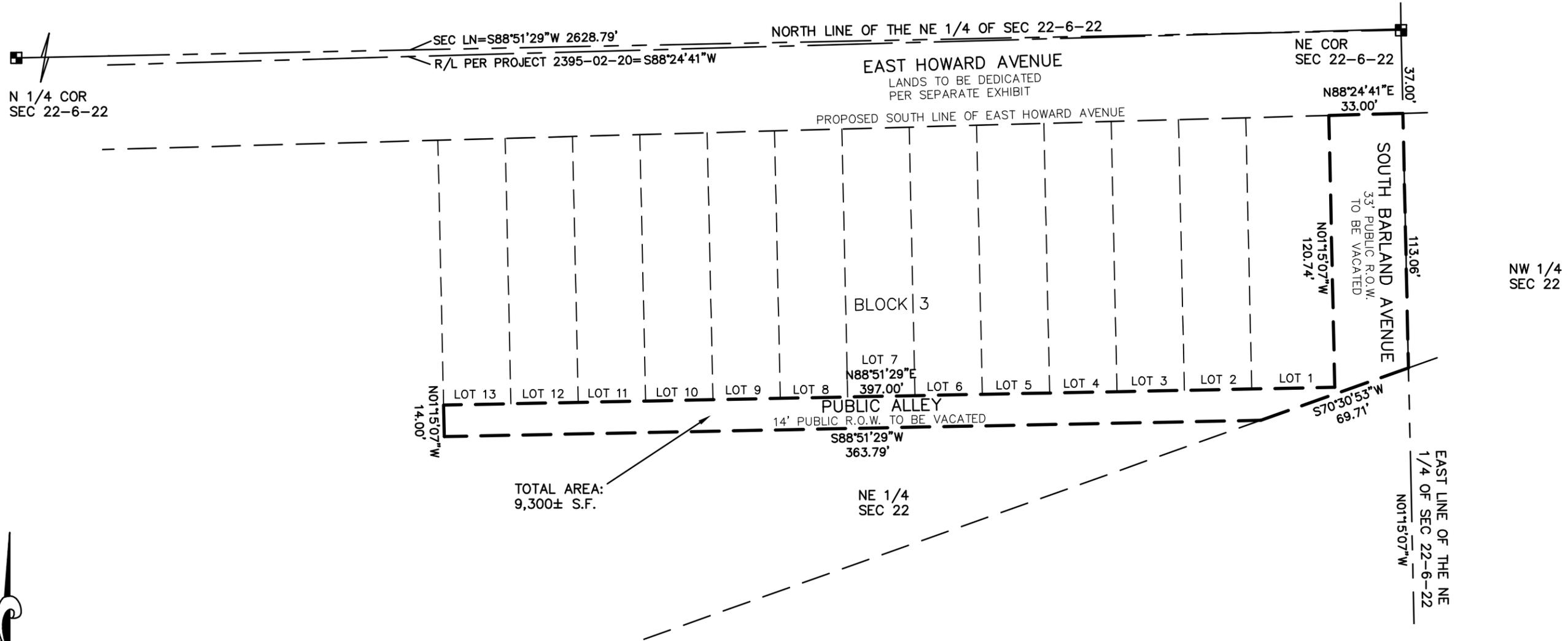
R.A. Smith National, Inc.

RIGHT OF WAY VACATION EXHIBIT

Part of the Northeast 1/4 of Section 22, Township 6 North, Range 22 East, in the City of St. Francis, Milwaukee County, Wisconsin described as follows:

Public Alley being a part of Block 3, Sivyer & Betz Land Company's Subdivision No.3, also the West 33' of South Barland Avenue.
Said lands containing 9,300± Square Feet.

NOTE:
Bearings are based on SEWRPC Control Summary for Township 6 North, Range 22 East, Milwaukee County.



N 1/4 COR
SEC 22-6-22

TOTAL AREA:
9,300± S.F.

NE 1/4
SEC 22

NW 1/4
SEC 22



R.A. Smith National, Inc.

*Beyond Surveying
and Engineering*

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SHEET 1 OF 1