



CITY OF ST. FRANCIS
PLANNING COMMISSION MEETING

July 25, 2018
6:00PM

NOTICE

There will be a Planning Commission meeting on Wednesday, July 25, 2018 at 6:00pm at the St. Francis City Civic Center located at 3400 E. Howard Avenue.

PLANNING COMMISSION AGENDA

1. Call to Order
2. Minutes
June 27, 2018 Meeting
3. Correspondence
4. Discussion and Possible Action
 - A. Certified Survey Map for 2030 E. Cora Avenue
 - B. Amendment to Section 455-60 – Use Tables, City of St. Francis Zoning Code
5. 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 414-481-2300. The meeting room is wheelchair accessible from the East and West entrances.

Note: There is the potential that a quorum of the Common Council and/or other Committees, Commissions, or Boards may be present.

MINUTES OF THE PLANNING COMMISSION MEETING HELD FEBRUARY 28, 2018, 6:30 PM

Planning Commission Members Present: Mayor Ken Tutaj, Alderman Steve Wattawa, Commission Members Eric Stemwell, Darin Frerichs, Charles Buechel, and Tom Kiepczynski.

Planning Commission Members Excused: Tim Niemiec.

Also present: City Administrator Mark Johnsrud, City Engineer/Director of Public Works Melinda Dejewski; City Attorney Paul Alexy, Scott Humber representing Lakeside Development and George and Isela Strong, SR Mills and Nick Orthman of Bear Development.

1. Call to Order

The meeting was called to order by Mayor Tutaj at 6:30 PM.

2. Minute Approval

A motion was made by Alderman Wattawa, seconded by Commissioner Kiepczynski to approve the minutes of the June 27, 2018 meeting. Motion carried.

3. Correspondence

None.

4. Discussion and Possible Action

A. Certified Survey Map for Lots 4 and 5 of Sivyer Plat

City Engineer Dejewski provided an overview of the proposed Certified Survey Map (CSM). The proposed lot combination is to facilitate a larger home in the subdivision. These are the last two lots in the first phase of the subdivision. There is another portion that will require a final plat for the balance of the lots. There are some technical issues with the CSM as well as a potential issue with the driveway approach. All of these issues are minor in nature and the recommendation is for the Planning Commission to recommend to the Common Council approval contingent upon the corrections. City Administrator Johnsrud stated that he and City Attorney Alexy do not have an issue the CSM, however; the zoning code allows for much smaller home on the lot so their recommendation is to have a contingency on a minimum size for the home possibly 2500 square feet. There was discussion on how to incorporate this type of restriction since if a square footage is stated, a 2-story home could accomplish the 2500 square feet but have a smaller footprint. There also was discussion on the concern about the driveway approach. City Engineer Dejewski stated that she observed a potential conflict and brought it to the attention of the developer at this time so that any possible changes that may be needed could be done in the planning phases instead of trying to fix it once the house and driveway were constructed. A motion was made by Commissioner Kiepczynski, seconded by Commissioner Buechel to recommend to the Common Council approve the Certified Survey Map for Lots 4 and 5 of Sivyer Plat contingent upon the technical corrections outlined in the letter from the City Engineer, a note on the Certified Survey Map requiring the building footprint substantially similar to the site plan to be included with the Certified Survey Map further conditioned upon the approach being located with staff assistance to avoid conflict with the existing improvements to the west.

There was a question during the discussion. Commissioner Frerichs asked if the site plan could be included since it was not stamped or signed. City Attorney Alexy stated that it could be used.

Motion carried.

B. The Mariner by Bear Development Revised Building Designs

Mayor Tutaj had Mr. Mills present the proposed revisions.

Mr. Mills stated that the buildings on the site have changed over the years. First there were the three large buildings, then there were these smaller buildings all of which had warm colors in the pallet. Now that the buildings are closer to being constructed, they have taken the proposed warm color pallet and made some larger scale sample boards. The colors on the computer look very different than what was on the boards. The colors did not match as well as they had wanted. It made the development have a 1970's appearance. The Bear team started to look at current buildings and

found that cool colors were being utilized more than warm colors. The materials are staying the same. The color pallet is changing from browns and tans to blues and grays. Mr. Mills showed a large sample board of the proposed blue and gray colors. Mr. Mills continued that the brick will be the same from building to building and all buildings will have blue and gray.

Commissioner Frerichs questioned what happens in the future. Mr. Mills stated that the materials and the warranties are the same. The colors just did not have the appearance that they were planning on. Alderman Wattawa asked about the metal panels. Mr. Mills stated that they have upgraded the metal panels to a more expensive product but he believes that will allow them to push the color pallet.

There was a concern that the public is already concerned about the appearance and how it will blend with the adjacent properties. Mr. Mills stated that while it is a deviation from the "red brick and stone", he believes it will blend and will create some differentiation.

Commissioner Stemwell likes the contrast of the different colors.

There was a concern about the colors blending into the lake and the sky. Mr. Mills did not think that was an issue.

There was discussion on the grading of the site. City Engineer Dejewski and City Administrator Johnsrud explained how the City was able to work the Bear to lower the site to get the view corridors to have as much view as possible.

There was discussion on the color of the shingles. Mr. Mills stated they were charcoal gray not black so there would be no need to update their color.

There was discussion on the color of the garage doors. The garage doors will have windows in them and will be a grayish white.

City Administrator Johnsrud stated that the Planning Commission has the authority to approve this change. It is not a recommendation to the Common Council. A motion was made by Commissioner Kiepczynski, seconded by Commissioner Stemwell to approve the modification to the Finish Schedule Appendix in the TIF/Developer's Agreement approved on April 4, 2018 consistent with the presentation on June 26, 2018. Motion carried.

C. Amendment to Section 455-55 of the City of St. Francis Zoning Code

City Attorney Alexy stated that this code had specific reference to the Building Inspector who was the Zoning Administrator. The City has created a new position of Zoning Administrator in Section 105-29. This position carries out duties in the code and state statutes and the Common Council assigns who is the Zoning Administrator. Currently, the Common Council has assigned the duty to the City Administrator but could assign it to a different position in the future. To be consistent, the zoning code has been updated to refer to section 105-29 instead of specifically calling out a position. Commissioner Buechel stated that he was in attendance at the Common Council meeting when this issue was discussed and the Council had a lot of discussion on this issue. A motion was made by Commissioner Buechel, seconded by Commissioner Kiepczynski to recommend to the Common Council to approve the changes in Section 455-55 of the City Zoning Code as presented at the June 27, 2018 Planning Commission meeting and to direct the City Clerk to set the public hearing. Motion carried.

D. Amendment to Section 455-52 of the City of St. Francis Zoning Code

City Attorney Alexy stated that this code had two issues. The first issue was that the code referred to 3 members for the Aesthetic Control Board. The proposal is to increase the membership to 5 members since it can be difficult to get a quorum. There was some confusion on whether the Building Inspector counted as part of the quorum since that position was a non-voting member. The second issue is that there is currently no guidance for the Board of the applicants to review the plans.

There was discussion on the implementation of the code and what type of projects would have to go before the Board and which type staff could have discretion to approve.

A motion was made by Commissioner Frerichs, seconded by Alderman Wattawa to recommend to the Common Council to approve the changes in Section 455-52 of the City Zoning Code as presented at the June 27, 2018 Planning Commission meeting and to direct the City Clerk to set the public hearing. Motion carried.

6. Adjourn

A motion was made by Commissioner Kiepczynski, seconded by Alderman Wattawa to adjourn. Motion carried. Meeting adjourned at 7:58pm.



City of St. Francis

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

July 20, 2018

Honorable Mayor and Planning Commission
City of St. Francis

Subject: Certified Survey Map for 2030 E. Cora Avenue

Gentlepersons:

A Certified Survey Map (CSM) has been submitted to combine lots 12 and 13 of Block 2 in the St. Francis Heights Subdivision on E. Cora Avenue. The combination is to allow for the installation of a driveway and eventually a garage. The property owner currently owns both lots; however, the zoning code does not allow for the construction of a non-primary structure on an individual lot.

We have reviewed the CSM and have the following comments:

1. The word "Milwaukee" is misspelled in the legal description on page 2.
2. On page 3, the designation for Professional Engineer, PE, should be after Melinda Dejewski.

It is the recommendation of staff to recommend to the Common Council approval of the CSM contingent upon these minor corrections.

Respectfully submitted,

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

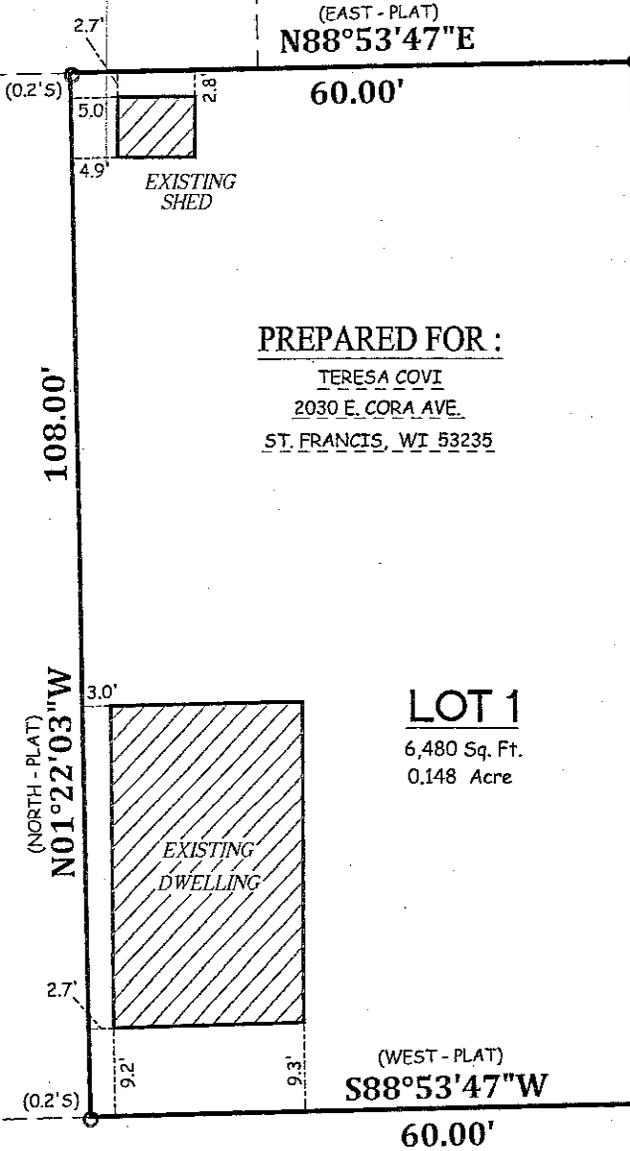
CERTIFIED SURVEY MAP NO. _____

BEING LOTS 12 AND 13, BLOCK 2 IN ST. FRANCIS HEIGHTS LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 15, TOWN 6 NORTH, RANGE 22 EAST IN THE CITY OF ST. FRANCIS, MILWAUKEE COUNTY, WISCONSIN.

West 50' of Lot 7, Block 1
St. Francis Heights Subdivision

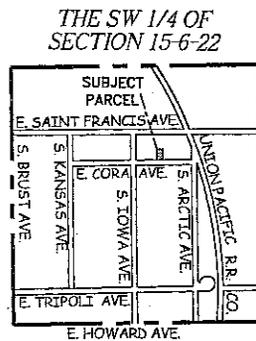
Lot 6 & East 10' of Lot 7, Block 1
St. Francis Heights Subdivision

The NE Corner of the SW 1/4 of Section 15-6-22
Concrete Monument with Brass Cap
N = 364,732.97
E = 2,567,371.67

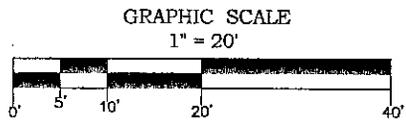


PREPARED FOR :
TERESA COVI
2030 E. CORA AVE.
ST. FRANCIS, WI 53235

LOT 1
6,480 Sq. Ft.
0.148 Acre



VICINITY MAP
1" = 2000'



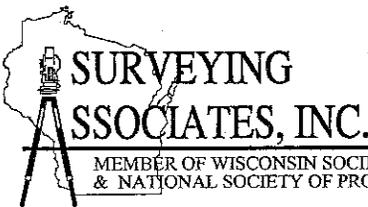
GRAPHIC SCALE
1" = 20'

ALL BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SOUTHWEST 1/4 OF SECTION 15-6-22, WHICH IS ASSUMED TO BEAR S 01°01'16" E, WI. STATE PLANE COORDINATE SYSTEM SOUTH ZONE PER DEC. 2011 C.S.S.D.

- - DENOTES SET 3/4" X 18" LONG IRON REBAR WEIGHING 1.13 LBS. PER LINEAL FOOT.
- - DENOTES FOUND 1" IRON PIPE

The SE Corner of the SW 1/4 of Section 15-6-22
Concrete Monument with Brass Cap
N = 362,081.08
E = 2,567,418.93

E. CORA AVENUE
(60' WIDE PUBLIC R-O-W)



2554 N. 100TH STREET
P.O. BOX 26596
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sai@wi.rr.com

MEMBER OF WISCONSIN SOCIETY OF LAND SURVEYORS & NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS

MARC C. PASSARELLI P.L.S. # 2817

CERTIFIED SURVEY MAP NO. _____

BEING LOTS 12 AND 13, BLOCK 2 IN ST. FRANCIS HEIGHTS LOCATED IN THE NORTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 15, TOWN 6 NORTH, RANGE 22 EAST IN THE CITY OF ST. FRANCIS, MILWAUKEE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

**STATE OF WISCONSIN)
MILWAUKEE COUNTY)^{SS}**

I, Marc C. Passarelli, a Professional Land Surveyor do hereby certify:

That I have surveyed, divided and mapped Lots 12 and 13, Block 2 in St. Francis Heights located in the Northeast ¼ of the Southwest ¼ of Section 15, Town 6 North, Range 22 East in the City of St. Francis, Milwaukee County, Wisconsin, being more particularly described as: Commencing at the Southeast corner of the Southwest ¼ of Section 15; thence North 01° 01' 16" West along the East line of said Southwest ¼, 1699.33 feet; thence South 88° 53' 47" West 1019.39 feet to the point of beginning of the land to be described; thence South 88° 53' 47" West along the North right-of-way line of East Cora Avenue, 60.00 feet; thence North 01° 22' 03" West, 108.00 feet; thence North 88° 53' 47" East 60.00 feet; thence South 01° 22' 03" East, 108.00 feet to the point of beginning.

I further certify that I have made such survey, land division and map by the order and direction of Teresa A. Covi and Tim J. Covi, owners of said land;

That this map is a correct representation of all exterior boundaries of land surveyed and the land division thereof made;

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and Regulations of the City of St. Francis in surveying, dividing and mapping the same.

Dated this 11th day of July 2018.

Marc C. Passarelli S-2817
Wisconsin Professional Land Surveyor

CERTIFIED SURVEY MAP NO. _____

BEING LOTS 12 AND 13, BLOCK 2 IN ST. FRANCIS HEIGHTS LOCATED IN THE NORTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 15, TOWN 6 NORTH, RANGE 22 EAST IN THE CITY OF ST. FRANCIS, MILWAUKEE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

Teresa A Covi and Tim J. Covi, owners, do hereby certify that they have caused the land described in this document to be surveyed, divided and mapped as represented on this map in accordance with the requirements of Chapter 236 of the Wisconsin Statutes and regulations of the City of St. Francis.

Witness the hand and seal of said owner this ____ day of _____, 2018.

By: _____
Teresa A. Covi, Owner

Tim J. Covi, Owner

**STATE OF WISCONSIN)
MILWAUKEE COUNTY)SS**

Personally came before me this ____ day of _____, 2018, the above named Teresa A. Covi and Tim J. Covi, Owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission expires _____

PLANNING COMMISSION

Approved by the Plan Commission, City of St. Francis, this ____ day of _____, 2018.

Ken Tutaj, Chairman

Melinda Dejewski, Secretary

COMMON COUNCIL APPROVAL

Approved by the Common Council, City of St. Francis this ____ day of _____, 2018.

Ken Tutaj, Mayor

Anne B. Uecker, City Clerk