NOTICE

There will be a Planning Commission meeting on **Wednesday, January 22, 2020 at 6:00pm** in the West Committee Room at the St. Francis City Civic Center located at 3400 E. Howard Avenue.

**PLANNING COMMISSION AGENDA**

1. Call to Order

2. Minutes
   December 18, 2019 meeting

3. Correspondence

4. Discussion and Possible Action
   A. Special Use Rezoning – 4396 S. Kansas Avenue – Brother Relocation Services
   B. Site Plan/Plan of Operation – 3950 S. Pennsylvania Avenue
   C. Site Plan/Plan of Operation – 2615 and 2700 E. Norwich Avenue

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 DECEMBER 18, 2019, 6:00 PM


Excused: None.

Also present: City Administrator Mark Johnsrd, City Engineer/Director of Public Works Melinda Dejewski; City Attorney Paul Alexy; Alex Smith of Newport Capital Partners, Scott Satula of Mid-America, Trey Triplet of Planet Fitness, Rick Grubanowitch and other interested citizens.

1. Call to Order
The meeting was called to order by Mayor Tutaj at 6:03pm.

2. Minute Approval
A motion was made by Alderman Wattawa, seconded by Commissioner Lentz to approve the minutes of the November 20, 2019 meeting. Motion carried.

3. Correspondence
None.

4. Discussion and Possible Action
   A. Special Use Rezoning – 4698 S. Whitnall Avenue – Planet Fitness at Whitnall Square
City Administrator Johnsrd stated that the special use zoning determination letter was in the packet. The application is clear with no questions. The real estate taxes are up to date. There is joint parking on the site. There are 153 paces west of the proposed Planet Fitness entrance and 383 spaces east of the proposed entrance. It is not anticipated that there will be interference with the patrons of Pick N Save. The applicant provided a Plan of Operation. Planet Fitness is a 24/7 operation and is the only fitness center at Whtinall Square. They see between 500 and 1000 people per day. Typically there are 60 to 70 people in the gym at one time. People usually work out for about an hours on average. The peak morning and afternoon times usually have 240 to 250 people. This use would leave 53 spaces for the remaining stores on the strip mall portion of the development west of the proposed Planet Fitness. It is anticipated that the fitness center would open in May of 2020 and cost approximately $500,000 to build out the space.

City Attorney Alexy stated that the St. Francis Police Department requested an emergency action plan be submitted and the installation of CCTV, cameras and a possible upgrade to the lighting in the parking lot for a 24 hour operation. City Administrator Johnsrd indicated that the Fire Department also requested an evacuation plan. It was then clarified that the fitness center is staffed at all times 24 hours per day and 7 days per week.

A motion was made by Alderman Wattawa, seconded by Commissioner Lentz to recommend to the Common Council to approve the special use contingent upon providing the information requested by staff. Motion carried.

5. Adjourn
A motion was made by Alderman Wattawa, seconded by Commissioner Kiepczynski to adjourn. Motion carried. Meeting adjourned at 6:12pm.
January 16, 2020

Honorable Planning Commission
City of St. Francis

Subject: Special Use Permit Application – 4396 S Kansas Avenue, Unit 6

Gentlepersons:

The City of St. Francis has received a special use application for the site located at 4396 S. Kansas Avenue, Unit 6. The special use is being requested for a relocation service to provide storage under the M1 zoning. The City staff has reviewed the submittal. The comments are as follows:

455-48(D) Application

1. The application form is completed.

2. A plan of operation has been submitted. Note that because this is an existing building, some of the items such as sewage disposal, potable water supply did not need to be addressed.

3. The information in 455-47 does not need to be submitted for review since there are no alterations to the building.

4. All the additional information that was requested by staff has been submitted.

5. Payment has been made.

455-48(E) Review

1. The review of the site plan presented shows that the modifications to the building are specific to Unit 6. The proposed modifications do not hinder any site issues. Any construction is required to obtain the proper building and occupancy permits. The parking meets the standards for both the entire building as well as for Unit 6.

455-48(F) General Standards

1. This site is not listed as an “area susceptible to change”. It is in the Airport Industrial District. The proposed use is consistent with the recommendations for business uses and the redevelopment process outlined on page LU:90.

2. This special use will not any undue adverse impact since it is a similar business to the other businesses in the area.
3. The development and the proposed special use will not interfere with the surrounding developments.

4. There are adequate public facilities to serve the site. The street is sufficiently wide enough to allow for vehicles to frequent the site and still have other vehicles be able to utilize the street.

5. The traffic from the site will not cause congestion.

6. No significant features will be disturbed or destroyed by the use of the site.

7. The special use will confirm to the applicable regulations of the district it is located in.

455-48(G) Special Standards
There are no special standards listed in 455-45 for a moving/relocation and storage facility in a manufacturing district and it is not adjacent to a residential district.

455-48(H) Considerations
1. Public Benefit
There is no direct public benefit nor is there any public detriment to allow a moving/relocation and storage business in this area.

2. Alternative Locations
The area has manufacturing and the site is zoned manufacturing. It is a preferred location instead of adjacent to a residential zoning district.

3. Mitigation of Adverse Impacts
There are no adverse impacts of a moving/relocation and storage business at this location.

4. Establishment of Precedent of Incompatible Uses in the Surrounding Area
There is no precedent of incompatible uses since the surrounding areas are zoned manufacturing.

Staff recommends that the special use be granted for the site.

Respectfully submitted,

Melinda K. Dejewski, P.E.
City Engineer/Director of Public Works
Receipt No: 8.019502          Jan 14, 2020

Brother Relocation Services LLC

Previous Balance:            .00
PERMITS
Special Use - 4396 S       300.00
Kansas Ave

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Total:                   300.00

CHECK - GENERAL CHECKING
Check No: 12424          300.00
Total Applied:          300.00

-------------------------
Change Tendered:        .00

Duplicate Copy
01/14/2020 09:45AM
APPLICATION FOR CHANGE OF ZONING ORDINANCE - SPECIAL USE

Important: No application for a change of zoning will be given consideration by the City Planning Commission or Common Council, unless made on this form. This application form will be the permanent record in this case. Applicant should use care in setting forth clearly and completely all facts relied upon to support the zoning change applied for. Be sure property description given in petition and on accompanying survey(s) is correct.

Note: All applications must be accompanied by a check or cash in the sum of $300.00 for Special Use.

To the Honorable Mayor and Common Council of the City of St. Francis,

I, Mark Megal, the undersigned owner(s) and Christopher Schultz representative(s) Brothers Relocation Services Moving and Storage (check one) of all or part of real property described below, hereby petition your Honorable Body to change, alter, and amend the boundaries of use districts by changing from the M1 Limited Industrial to the M1 Limited Industrial to permit a Contractor's Shop with Indoor Storage the following described property, a plat of which, as well as a statement of facts pertaining to the change requested are attached hereto and made part of this petition.

Address(s) - 4396 S. Kansas Avenue, St. Francis, Wisconsin 53235
Current use - M1 Limited Industrial
Proposed use – M1 Limited Industrial to permit Contractor's Shop with Indoor Storage

Tax Key Nos. – 592-9018-000

Signed

Mark J. Megal

Print name

Date

1/8/20

Vice President

Megal Development Corp.

NOTE: CC: Applicant City Engineer

Zoning Administrator

FEE - $300.00

Personally came before me this 8 day of

January, 2020, the above

named Mark J. Megal

and

to me known to be the persons who executed this
document, and I hereby acknowledge the same.

(Signed)

Kirstine A. O'Malley

(Print name)

Notary Public, Wisconsin

My Commission expires 06/24/2021

(State of Wisconsin)
STATMENT OF FACTS PERTAINING TO THE ACCOMPANYING REQUEST FOR A CHANGE OF ZONING – SPECIAL USE

The following deed restrictions are in effect on the above property: (Here set out restrictions or state none exist. If there were ever restrictions and some have expired or have been removed state former restrictions and date of expiration or removal.)

**No Deed Restriction Affects the Above Property.**

The following deed restrictions are in effect on property immediately opposite above property. (Here set out restrictions or state none exist. If there were ever restrictions and some have expired or have been removed state former restrictions and date of expiration or removal.)

**No Deed Restriction Affects the Above Property.**

Property in the block in which the above described property is situated is now devoted to the following uses: (Describe fully all existing uses.)

**MI Limited Industrial Uses.**

Petitioner proposes to erect on the above property: (State fully, proposed building, structure or other improvements and accompany with site, grading, parking, landscape and building plans.)

**Not Applicable.**
If you are petitioning for a change to a Business District:

1. What percentage of lots within a radius of 1000 feet is now improved with buildings:

100% of the lots within 1000 feet are improved with buildings.

2. How far is your property from the two nearest local Business Districts, and the extent of each district?

Lots are zoned M1 Limited Industrial on all sides of the property.

*****************************************************************************

Tenant

Owner(s) of property(s) actually included in the proposed change to sign below.

(Signed)  
(Date)  
(Signed)  
(Date)

(Signed)  
(Date)  
(Signed)  
(Date)

(Signed)  
(Date)  
(Signed)  
(Date)

*****************************************************************************
NOTE:

Please provide us with the Names, Addresses and/or Email of people to be notified for all meetings and Public Hearings relating to this change of Zoning request.

Failure of representative to attend a meeting will result in no action being taken.

Mark Megal markm@megal.com
Chris Schultz chris.schultz@brothersrelocation.com
Jennifer Carstens jenni.carstens@brothersrelocation.com
HOURS OF OPERATION:

OFFICE:

MONDAY THROUGH FRIDAY: 8:00 AM – 5:00 PM
SATURDAY: 8:00 AM – 12:00 PM

BUSINESS HOURS:

MONDAY THROUGH SATURDAY ARE AS NEEDED DEPENDENT ON CUSTOMERS NEEDS

FLOOR PLAN IS ATTACHED ON SEPARATE SHEET—SEE ATTACHED

INDOOR/OUTDOOR USES

OUTDOOR USES:

TRUCK PARKING FOR STRAIGHT TRUCK VEHICLES

INDOOR USES:

OFFICE SPACE WITH 2 DESKS FOR BUSINESS OPERATIONS
WAREHOUSE: TO STORE EQUIPMENT USED FOR MOVING AND TEMPORARY CUSTOMER STORAGE AREA

EMERGENCY CONTACT NUMBERS:

CHRISTOPHER SCHULTZ: chris.schultz@brothersrelocation.com
OFFICE: 414-815-6683
CELL: 414-322-6265
JENNIFER CARSTENS: jenni.carstens@brothersrelocation.com
CELL: 414-430-6311
| **2,000 SQUARE FEET** | 4396 South Kansas Avenue  
Unit #6  
St. Francis, Wisconsin |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNIT SIZE</strong></td>
<td>25' x 80' = 2,000 Sq. Ft.</td>
</tr>
<tr>
<td><strong>FINISHED SPACE</strong></td>
<td>390 Sq. Ft. consisting of large general office and one toilet room.</td>
</tr>
<tr>
<td><strong>CLEAR HEIGHT</strong></td>
<td>14'-0&quot;</td>
</tr>
<tr>
<td><strong>LOADING</strong></td>
<td>One (1) 8' x 10' dock door.</td>
</tr>
<tr>
<td><strong>ELECTRICAL SERVICE</strong></td>
<td>Single Phase – 100 Amps.</td>
</tr>
<tr>
<td><strong>PARKING</strong></td>
<td>Five (5) stalls per 2,000 sq. ft. plus parking in rear.</td>
</tr>
</tbody>
</table>
| **INSULATION**         | Roof R-20  
Office Walls R-15  
Warehouse Walls R-5 |
INFORMATION SHOWN ON THESE SHEETS WAS FURNISHED BY SOURCES DEEMED RELIABLE AND IS BELIEVED TO BE ACCURATE BUT NO WARRANTY OR REPRESENTATION IS MADE AS TO THE ACCURACY THEREOF, HAS NOT BEEN VERIFIED AND IS SUBJECT TO CORRECTION. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
INFORMATION SHOWN ON THESE SHEETS WAS FURNISHED BY SOURCES DEEMED RELIABLE AND IS BELIEVED TO BE ACCURATE BUT NO WARRANTY OR REPRESENTATION IS MADE AS TO THE ACCURACY THEREOF, HAS NOT BEEN VERIFIED AND IS SUBJECT TO CORRECTION. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
2,000 SQUARE FEET  25' x 80'  OFFICE  390 Sq. Ft.  SHOP / WAREHOUSE  1,610 Sq. Ft.

Truck parking

INFORMATION SHOWN ON THESE SHEETS WAS FURNISHED BY SOURCES DEEMED RELIABLE AND IS BELIEVED TO BE ACCURATE BUT NO WARRANTY OR REPRESENTATION IS MADE AS TO THE ACCURACY THEREOF, HAS NOT BEEN VERIFIED AND IS SUBJECT TO CORRECTION. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
2,000 SQUARE FEET  25' x 80'  OFFICE  390 Sq. Ft.  SHOP / WAREHOUSE  1,610 Sq. Ft.
FOR:  MEGAL DEVELOPMENT CORPORATION

LEGAL DESCRIPTION (FURNISHED):

Lot 1, C.S.M. #3908, Reel 1321, Image 1464-1466, Doc. #5423016, and located in part of the Northwest 1/4 of the Southwest 1/4 of Section 22, T. 6 N., R. 22 E., City of St. Francis, Milwaukee County, Wisconsin.

I certify that I have surveyed the above described property and the above map is a true representation thereof and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, fences, apparent easements and roadways and visible encroachments, if any.

This survey is made for the exclusive use of the present owners of the Property, and also those who purchase, mortgage, or guarantee the title thereto, within one (1) year from date hereof, and as to them I warrant the accuracy of said survey and map.

DATE:  September 9, 1985
January 17, 2020

Honorable Planning Commission
City of St. Francis

Subject: Site Plan/Plan of Operation – 3950 S. Pennsylvania/3926 S. Pennsylvania/2620 E. Norwich Avenues

Gentlepersons:

The City of St. Francis has been working with the property owner of the subject site to have them submit a site plan and plan of operation for the past year. The plans have been submitted for review. Prior to staff comments, a history of the site should be reviewed.

Site History
The subject property has been an industrial use for many years. While the ownership of the property has changed a few times in the past 10 years, the use as a barrel cleaning facility has not changed. When the City did the citywide rezoning in 2003/2004; the zoning classification of M-1 was assigned to the property and the property became a legal, non-conforming property meaning that any expansion of the building or site would require a special use change of zoning to occur to make the site a legal, conforming site.

Within the past 5 years, a loading dock was installed on the north side of the building without a building permit or a special use application/permit being issued. This has changed the property into an illegal, non-conforming property. The City had reached out to have the property owner take the necessary steps to become a legal, conforming property including having a Certified Survey Map (CSM) created, a building permit for the loading dock approved, permits for other equipment installations, and the special use zoning obtained.

Current Status
The current status of the site is as follows:
1. The CSM was created and approved for the site by the Planning Commission in 2017.

2. The building permit has not been officially applied for as some of the necessary information relating to the structural nature of the loading dock still needs to be submitted for review. The RTO was installed in 2019 but some of the necessary permits were not obtained.

3. The special use change of zoning has been a discussion between staff, the Common Council, the property owner and the business owner for the past years. The first step in the special use change of zoning as directed by the Common Council has been the submittal of the site plan and plan of operation. Those items were submitted on December 19, 2019.
Staff has reviewed the site plan, plan of operation and list of requested exceptions to the site. The comments are as follows:

**455-48(D) Application**
1. Since this is not the formal application for the special use change of zoning, no application was submitted.

2. A plan of the interior operations of the building has been submitted. A written description has not since the formal change of zoning has not been requested. Note that because this is an existing building, some of the items such as sewage disposal, potable water supply did not need to be addressed.

3. Specific items listed in 455-47 which were requested by the City have been submitted for review and are discussed in conjunction with 455-48(E) below.

4. All the additional information that was requested by staff has been submitted.

5. Payment is not applicable at this time.

**455-48(E) Review**
The review of the site plan presented indicates that there are several issues with the existing site. The site plan also shows proposed solutions to those issues. They are as follows:

A. The existing site has 7.75 acres of land. The land allotted for parking, truck traffic and drive lanes is 6.33 acres. The zoning code requires 80 parking spaces for the existing building. The existing site provides 10 parking spaces. The proposed parking provides 41 spaces. The plan of operation indicates that there are 40 current employees. The Planning Commission, if it determines based upon technical data, that a parking reduction is warranted, can only allow a 40% reduction in parking. The proposed 41 spaces is more than the 40% reduction allowed. A 40% reduction from 80 spaces equates to 48 spaces. The site is 7 spaces short. There appears to be enough land to add 7 spaces.

B. The proposed additional parking area shows a concrete walk but does not adequately define the walking path from the proposed parking lot to the loading dock. This needs to be clarified.

C. The area where the trucks turn around to back into the unpermitted loading dock is shown as gravel. This should be a concrete area with sufficient thickness to sustain repeated truck turning movements. This will reduce the amount of gravel that is conveyed to the roadway by the truck tires.

D. The site plan proposes two permanent tracking pads at each entrance/exit to the site from E. Norwich Avenue. The tracking pads should be installed in concrete for the entire width of the drive lane/driveway approach. Removing the gravel from the truck tires is not as helpful if the area around the tracking pad to do so is still gravel. Also, a detail of the construction of the tracking pads needs to be submitted for review. The site plan indicates that the tracking pads
will be cleaned weekly yet no detail of where the gravel from the tracking pads are being stored and where water, if any, is released to is provided.

E. A buffer zone must be created adjacent to any residential district. One buffer area is proposed adjacent to the rear of the residential home immediately to the north of the property. However, there is another residential property 2 properties north that also would require a buffer zone. Also, there is a residential district along E. Howard Avenue that can view the north end of the property where all the trucks are stored. The north property line should also be screened.

F. A list of exception to standards has been submitted. As discussed above, items numbered 1, 3, 4, and 5 should not be granted as proposed. Item number 2 – construction of the additional parking lot without curb and gutter is reasonable given the location and nature of the site and should be considered to be granted.

455-48(F) General Standards

1. Chapter and Comprehensive Smart Growth Plan purposes and intent.
   This site is listed as an “area susceptible to change”. It is within Area 15. Page ED:41 lists Area 15 as a medium urgency for change and states “Northern edge of the site should be configured to buffer manufacturing uses. Some of the land could be sold to the adjoining land owner. Appropriate uses include manufacturing and business.” In addition, it is in the Parkway Overlook neighborhood shown on page LU:66. The recommendation on the redevelopment process for Parkway Overlook neighborhood is “incentivize owner of vacant manufacturing facilities to reach ‘move-in ready’ status by cleaning up building exteriors, maintaining off-street parking lots, and installing low maintenance, native, high-quality landscaping.”

2. No undue adverse impact
   This is not applicable since it is an existing business although the area is zoned M-1 and other manufacturing businesses exist in the area.

3. No interference with surrounding development.
   The development does not interfere with the surrounding developments.

4. Adequate public facilities.
   There are adequate sanitary sewer and municipal water facilities to serve the site. The street is on the 2020 paving program for reconstruction to a 40 foot, curb and gutter concrete roadway with storm sewer and sidewalks.

5. No traffic congestion
   The traffic from the site has caused congestion in the past. The congestion has two causes. The first is the semi-trucks parking on S. Pennsylvania Avenue and/or E. Norwich Avenue to off-load the truck. This issue has been addressed and is still being monitored by the Police Department. The second is by the employees parking on the street which causes the semi-trucks to double park and block the road. The proposed additional parking should alleviate this congestion issue.
6. No destruction of significant features.
   No significant features will be disturbed or destroyed by the use of the site.

7. Compliance with standards.
   The special use change of zoning application has not been formally submitted therefore this is not applicable at this time.

455-48(G) Special Standards
   There are no special standards listed in 455-45 for this use.

455-48(H) Considerations
   This section is not applicable at this time since the special use change of zoning application has not been formally submitted.

Staff recommends that the recommendation to the Common Council be tabled until all items listed by staff are addressed.

Respectfully submitted,

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

DATE: December 18, 2019
TO: Melinda K. Dejewski, P.E. / City of St. Francis
FR: Aaron J. Schneider, P.E. / raSmith Inc.
CC: Kevin Meyer / Mid America Steel Drum, Inc.
     Mike Higgins / Complete Recycling Services, LLC
RE: Mid America Steel Drum - Site Plan / Operations Plan: List of Exceptions

Dear Melinda,

In regards to the Site Plan / Operations Plan submitted for the Mid America Steel Drum (MASD) property, located at 3950 South Pennsylvania Avenue; per your request, please see the list of exceptions requested by the owner below pursuant to the City of St. Francis zoning code of ordinances.

1. Number of existing and future proposed off street parking spaces provided.
2. Future off street asphalt parking area shown on the Site Plan / Operations Plan requested to be constructed without curb & gutter.
3. Landscape buffer zone along west property line shown as future construction on the Site Plan / Operations Plan but improvements not yet completed.
4. Landscape buffer zone along north property line requested to remain as-is.
5. Gravel ground cover for truck circulation area and general yard area requested to remain as-is, with the addition of concrete rumble strips for tire sediment knock off at the Norwich Avenue driveways.

Sincerely,
raSmith, Inc.

Aaron J. Schneider, P.E.
Senior Project Engineer
City of St. Francis Zoning Exceptions Requested:
1. Number of existing & future proposed off street parking spaces provided.
2. Landscape buffer zone along north property line requested to remain.
3. Gravel open cover for truck circulation area and general yard area requested to remain.
4. Approximate limits of existing tree line/brush line.
5. Approximate limits of existing tree line / brush line.

Mid America Steel Drum, Inc.
3926 S Pennsylvania Avenue
LAND USE: INDUSTRIAL USES, GENERAL
OPERATIONS: INDUSTRIAL CONTAINER REFURBISHING & RECONDITIONING

Area Sheet
3926 South Pennsylvania Avenue

Parking Calculations

- Existing spaces: 2 spaces per 1,000 sq ft building
- Per ordinance: 2.0 x 40.108 = 80 spaces
- Existing offsite: 9 standard; 1 accessible
- Parking provided: 10 total spaces
- Future offsite: 39 standard; 2 accessible
- Parking proposed: 41 total spaces

Current
- Number of employees: 40 total employees
January 17, 2020

Honorable Planning Commission
City of St. Francis

Subject: Site Plan/Plan of Operation – 2529/2615/2700/2709 E. Norwich Avenue

Gentlepersons:

The City of St. Francis has been working with the property owner of the subject sites to have them submit a site plan and plan of operation for the past year. The plans have been submitted for review. Prior to staff comments, a history of the sites should be reviewed.

Site History
The subject properties have been an industrial use for many years. Originally, this site was part of the operation of the barrel cleaning company northwest of these sites and owned by the same property owner. Approximately 8 years ago, the ownership of the barrel company and properties changed. The new owner subsequently sold the barrel cleaning business to another company while retaining ownership of the land. The property owner retained these properties separately from the barrel company. Approximately 5 years ago, the property owner found the new business of a metal recycling company to operate in the existing facilities on these properties. When the City did the citywide rezoning in 2003/2004; the zoning classification of M-2 was assigned to the property and the property became a legal, non-conforming property when it operated as a barrel cleaning company. When the ownership/use change occurred, the property became an illegal, non-conforming property meaning that the M-2 zoning did not allow for a recycling company in the M-2 zoning. In fact, the City does not have any zoning classification that allows a recycling facility under even with a special use.

An occupancy permit had been applied for when the recycling business moved into the facilities but the City never granted the occupancy because of the zoning issue. The recycling company took occupancy regardless and has been operating at the facility since that time.

There are a number of items that need to occur to have the properties be legal, conforming properties. The City would have to create a special use zoning classification in the M-2 district to even allow a recycling facility to exist in the City. The owner of the properties needs to submit a site plan and plan of operation for review along with the request for a special use change of zoning. The City has asked that the owner of these properties submit the site plan and plan of operation ahead of the City creating the appropriate zoning classification to ensure that compliance with City standards could be achieved before creating a zoning classification that the City may or may not desire.
Current Status
The owner of the properties and facility has submitted a site plan, plan of operation and list of requested exceptions to standards for review. Staff has reviewed these documents. The comments are as follows:

455-48(D) Application
1. Since this is not the formal application for the special use change of zoning, no application was submitted.

2. A plan of the interior operations of the building has been submitted. A written description has not since the formal change of zoning has not been requested. Note that because this is an existing building, some of the items such as sewage disposal, potable water supply did not need to be addressed.

3. Specific items listed in 455-47 which were requested by the City have been submitted for review and are discussed in conjunction with 455-48(E) below.

4. All the additional information that was requested by staff has been submitted.

5. Payment is not applicable at this time.

455-48(E) Review
The review of the site plan presented indicates that there are several issues with the existing site. The site plan also shows proposed solutions to those issues. They are as follows:

A. The owner of the properties has land that is on the north and on the south sides of E. Norwich Avenue. The main building and operations are on the south side of the road while there is storage and parking on the north side of the road. The existing sites on the south side of the road total 6.15 acres of land with the largest portion of open space off of S. Pennsylvania Avenue. The property on the north side of the road is 0.39 acres of land.

The land allotted for parking, truck traffic and drive lanes on the south side is 3.93 acres. The north side of the road has 0.24 acres allotted to parking and drive lanes. The zoning code requires 153 parking spaces for both buildings on each side of the road. The existing sites provide 10 total parking spaces. The proposed parking on both sites provides 29 spaces with the majority of the parking spaces being located on the north side of the street site. The plan of operation indicates that there are 20 current employees. The Planning Commission, if it determines based upon technical data, that a parking reduction is warranted, can only allow a 40% reduction in parking. The proposed 29 spaces is more than the 40% reduction allowed. A 40% reduction from 153 spaces equates to 92 spaces required. The site is 63 spaces short.

There is one handicap parking space in the proposed parking lot on the north side of the street. There is one handicap parking space in front of the building on the south side of the street. While the required 2 handicap parking spaces are provided, it is unclear if it meets the intent of the regulation. Clarification needs to be provided as to which building the employees and visitors occupy so that the handicap parking spaces can be located appropriately.
B. There has been sorting of materials to be recycled on the exterior loading dock areas and on the gravel area to the east of the building. There are several issues associated with the practice with one being a potential violation of the City NPDES stormwater permit. The site plan and plan of operation should be updated to include how materials for recycling are sorted without contaminating the stormwater and/or ground water.

C. The building on the south side of the street has many loading dock area on several sides of the building. The loading docks that appear to utilized the most are the ones that access E. Norwich Avenue. The loading dock approaches on this side of the building are not of sufficient length to keep the semi-trucks fully on the property. The semi-trucks always block the area where the future sidewalk will be installed with the future road reconstruction and often, the cab part of the semi-trucks block the eastbound lane of traffic. This makes it difficult for traffic to pass the semi-truck and access properties and utilities at the end of the road. This condition cannot continue to occur and will become worse with the reconstruction of the roadway. There are loading docks that face the S. Pennsylvania Avenue side of the building.

F. A list of exception to standards has been submitted.
   Item number 1 requests the parking reduction which cannot be granted as discussed above. Item number 2 requests that the semi-trucks be allowed to encroach into the E. Norwich Avenue right-of-way which as discussed above should not be granted for safety reasons. Item number 3 requests that E. Norwich Avenue be reconstructed in such a manner as to allow the semi-trucks to drive over the areas that are scheduled for sidewalk and terraces. This item should also not be granted since sidewalks provide safe walking areas for employees, visitors and residents to walk along the roadway. The terrace is necessary for snow storage, utility location and aesthetics. Item 4 requests that the gravel ground cover on the west side of the building on the side accessed from S. Pennsylvania Avenue be allowed to remain gravel with the tracking pad addition. The tracking pads should be installed in concrete for the entire width of the drive lane/driveway approach. Removing the gravel from the truck tires is not as helpful if the area around the tracking pad to do so is still gravel. Also, a detail of the construction of the tracking pads needs to be submitted for review. The site plan indicates that the tracking pads will be cleaned weekly yet no detail of where the gravel from the tracking pads are being stored and where water, if any, is released to provided.

455-48(F) General Standards
1. Chapter and Comprehensive Smart Growth Plan purposes and intent.
   This site is listed as an “area susceptible to change”. It is within Area 14. Page ED:41 lists Area 14 as a high urgency for change and states “Past activities include a DNR grant and Phase 1 and 2. Owner are open to selling. The City considered abandoning E. Norwich Avenue but there were utilities and other businesses abutting the roadway. Appropriate uses include small manufacturing and business.” In addition, it is in the Parkway Overlook neighborhood shown on page LU:66. The recommendation on the redevelopment process for Parkway Overlook neighborhood is “incentivize owner of vacant manufacturing facilities to reach ‘move-in ready’ status by cleaning up building exteriors, maintaining off-street parking lots, and installing low maintenance, native, high-quality landscaping.”
2. No undue adverse impact
   This is not applicable since the special use change of zoning application has not been submitted although the area is zoned M-2 and other manufacturing businesses exist in the area.

3. No interference with surrounding development.
   The development does interfere with the surrounding developments as discussed above with the issue of trucks blocking the drive lanes of the roadway and driving on the future terrace and sidewalk.

4. Adequate public facilities.
   There are adequate sanitary sewer and municipal water facilities to serve the site. The street is on the 2020 paving program for reconstruction to a 40 foot, curb and gutter concrete roadway with storm sewer and sidewalks.

5. No traffic congestion
   The traffic from the site has caused congestion in the past. As discussed, the trucks blocking the road has caused congestion.

6. No destruction of significant features.
   No significant features will be disturbed or destroyed by the use of the site.

7. Compliance with standards.
   The special use change of zoning application has not been formally submitted therefore this is not applicable at this time.

455-48(G) Special Standards
   There are no special standards listed in 455-45 for this use.

455-48(H) Considerations
   This section is not applicable at this time since the special use change of zoning application has not been formally submitted.

There is one item of note which has not been discussed previously. The owner of the these properties has been talking with the other business owners on the roadway with the exception of Maker Space. The owner, who also owns the land that the current barrel cleaning company occupies, is trying to purchase all of these businesses in an effort to be able to petition the City to discontinue public use of a section of E. Norwich Avenue. The City would have to verify if it would be able to vacate and delete the right-of-way since there are many utilities within that right-of-way. If the right-of-way could be vacated and deleted and easements obtained for the public infrastructure, the road could become a private road. Then E. Norwich Avenue would need to be reconstructed only approximately 500 feet easterly and the business would be able to have the full area to conduct trucking operations. The concerns with sorting without the proper enclosures still remains regardless of the roadway reconstruction.
Staff recommends that the recommendation to the Common Council be tabled until all items listed by staff are addressed.

Respectfully submitted,

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

DATE: December 18, 2019

TO: Melinda K. Dejewski, P.E. / City of St. Francis

FR: Aaron J. Schneider, P.E. / raSmith Inc.

CC: Mike Higgins / Complete Recycling Services, LLC

RE: Complete Recycling Services - Site Plan / Operations Plan: List of Exceptions

Dear Melinda,

In regards to the Site Plan / Operations Plan submitted for the Complete Recycling Services (CRS) property, located at 2529 & 2700 East Norwich Avenue; per your request, please see the list of exceptions requested by the owner below pursuant to the City of St. Francis zoning code of ordinances.

1. Number of existing and future proposed off street parking spaces provided.

2. At CRS north side loading docks – semi trailer and semi tractor encroachment extending into Norwich Avenue R/W.

3. At CRS north side loading docks – truck circulation utilizing full Norwich Avenue R/W.

4. Gravel ground cover for truck circulation areas within trailer yard and storage area requested to remain as-is, with the addition of concrete rumble strips for tire sediment knock off at the Pennsylvania Avenue driveway.

Sincerely,
raSmith, Inc.

Aaron J. Schneider, P.E.
Senior Project Engineer