



CITY OF ST. FRANCIS  
PLANNING COMMISSION MEETING

**February 26, 2020  
6:00PM**

**NOTICE**

There will be a Planning Commission meeting on **Wednesday, February 26, 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  
January 22, 2020 meeting
3. Correspondence  
None.
4. Discussion and Possible Action  
2525 E. Crawford Avenue Zoning Compliance
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 JANUARY 22, 2020, 6:00 PM**

Members Present: Mayor Ken Tutaj, Alderman Steve Wattawa, Commission Members Eric Stemwell, Tim Niemiec, Richard Lentz, Charles Buechel and Tom Kiepczynski.

Excused: None.

Also present: Alderperson Janis Schandel, City Administrator Mark Johnsrud, City Engineer/Director of Public Works Melinda Dejewski; City Attorney Paul Alexy; representing Brothers Relocation – Chris Schultz and Jennifer Carstens, representing Mid America Barrel and Complete Recycling – Aaron Schneider of RA Smith, and Rick Grubanowitch.

### **1. Call to Order**

The meeting was called to order by Mayor Tutaj at 6:00pm.

### **2. Minute Approval**

A motion was made by Alderman Wattawa, seconded by Commissioner Lentz to approve the minutes of the December 18, 2019 meeting. Motion carried.

### **3. Correspondence**

None.

### **4. Discussion and Possible Action**

#### **A. Special Use Rezoning – 4396 S. Kansas Avenue – Brothers Relocation Services**

City Administrator Johnsrud stated that during an annual fire inspection, it was discovered that this moving/relocation business had taken occupancy of one of the tenant spaces in the building. A moving business is permitted in the zoning classification but to store furniture requires a special use. Commissioner Kiepczynski inquired if there were any issues found during the fire inspection. It was reported that no issues were discovered other than the occupation of a tenant space without the approved occupancy permit and the special use zoning for the furniture storage. Mr. Schultz of Brothers Relocation Services stated that they store mostly household items and sometimes items like a copy machine from a business relocation. They have 6 employees and seasonal help. The 3 trucks park in the rear of the building. There are no sprinklers due to the age of the building which is concrete and steel construction.

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

#### **B. Site Plan/Plan of Operation – 3950 S. Pennsylvania Avenue**

City Administrator Johnsrud reviewed the concerns with the site. They are as follows:

- Loading Dock – no permit, no fire break/suppression
- Outdoor storage of trailers – using trailers as permanent storage instead of constructing proper indoor storage.
- Air/water quality issues – RTO addresses air, concern with stormwater runoff.
- Parking – using City streets as employee parking, loading /unloading on street which blocks the public street
- Can see trucks from adjacent properties and Howard Avenue.
- Barrels unsecured in trucks
- Trucks are rusty
- Gravel where trucks are making turning movements.
- Mid-American staff and property owner has been made aware of all issues for over 2 years.
- City willing to allow phasing of compliance.
- All items listed in letter to Planning Commission

The site plan and plan of operation that had been requested for the past 2 years has been provided and that is why it was placed on the agenda. The site plan and plan of operation were required to begin the process of bringing the site into compliance with all codes and regulations.

There was discussion on the various aspects of the site that are not in compliance. The Commission then reviewed the letter provided by City Engineer Dejewski. The letter included all items noted previously and there was discussion on each item.

A motion was made by Alderman Wattawa, seconded by Commissioner Kiepczynski to refer the issue to the March Planning Commission meeting. Motion carried.

**C. Site Plan/Plan of Operation – 2615 and 2700 E. Norwich Avenue**

City Administrator Johnsrud stated that he and the Mayor had walked through this site and the building a year or so ago. The occupant is a recycling business which recycles metals. The metals are run through a compactor which creates bales. The bales are stored until the market is appropriate for that type of metal to be recycled for the highest price. City Administrator Johnsrud then reviewed the issues with the site. They are as follows:

- Use not allowed by zoning code.
- Building is across individual properties. Will require a CSM or PUD to be legal.
- Trucks almost completely block street especially at west loading docks.
- Trucks block right-of-way without cab on trailer because remain parked in loading docks for multiple days.
- Some recyclables are dumped and sorted in right-of-way or outdoor without cover and exposed to weather.
- This leads to stormwater concerns.
- All items in review letter to Planning Commission.

The biggest item is that the City does not have any zoning classification that permits a recycling center in the City. This means that the City would have to amend its zoning code before any other permit could be issued. The other significant issue is that the semi-trucks block the street when parked at the loading docks. This creates a life safety issue because rescue services cannot get to the other businesses to the east of where the semi-trucks are blocking the roadway. There was discussion on the other various aspects of the site that are not in compliance. The Commission then reviewed the letter provided by City Engineer Dejewski. The letter included all items noted previously and there was discussion on each item. This included that the existing building is across multiple properties which requires either a CSM to combine the properties or a PUD zoning to allow for a building across multiple properties.

A motion was made by Commissioner Buechel, seconded by Alderman Wattawa to refer the issue to the March Planning Commission meeting. Motion carried.

**5. Adjourn**

A motion was made by Commissioner Buechel, seconded by Alderman Wattawa to adjourn. Motion carried. Meeting adjourned at 8:04pm.



# City of St. Francis

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

February 19, 2020

Honorable Planning Commission  
City of St. Francis

Subject: 2525 E. Crawford Avenue Zoning Compliance

Gentlepersons:

The City of St. Francis has received a parking lot plan for the subject project. Provision of a paved parking lot by the Owner is one of the outstanding issues with the property. The property is zoned M-1. The City staff has reviewed the submittal. The comments are as follows:

1. The building has 9162 square feet. In the M-1 zoning classification, the majority of the uses require 3 parking spaces per 1000 square feet. This equates to 28 required spaces. The plan provides 30 spaces.
2. There has been an indication from the owner that there is some consideration to the possible expansion of the building at this site. A site plan showing the future building expansion footprint and the location of the additional required parking needs to be provided by the Owner to the City for its review prior to the Owner undertaking any expansion.
3. The area to the east of the property is labeled as "alley". This area is not a public alley. It part of the property located at 3809 S. Kinnickinnic Avenue. It is unclear if 2525 E. Crawford Avenue has permission to use the private access for 3809 S. Kinnickinnic Avenue for access to 2525 E. Crawford Avenue. Documentation needs to be provided by the Owner confirming that owner and its invitees have such permission for the City to be able to consider the private alley for purposes of any site plan/parking plan review.
4. If the Owner and Owner's invitees at 2525 E. Crawford Avenue do not have documented permission to utilize the private access for 3809 S. Kinnickinnic Avenue, then Owner will need to submit revised plans that establish a turn-around for the Fire Department on the 2525 E. Crawford site.
5. There are areas labeled on the enclosed plan as "thickened edge". A "thickened edge" may only be utilized, however, where a sidewalk abuts a parking area and the "thickened edge" is being used as the parking bumper. Where no sidewalk is provided, thickened edges cannot be used and traditional curb and gutter will have to be installed by the Owner.
6. The parking area on the west side of the site must be set back 5 feet from the property line to provide snow storage. As submitted, the proposed parking plan did not include this setback. Curb and



# City of St. Francis

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

gutter are not being required along the west side of these 18 parking spaces to facilitate snow removal, in recognition of the industrial nature of the area, and that other businesses in the area have portions of their paved lots that were allowed to not have curb and gutter for the same reasons.

7. A concrete walkway is required at various locations around the building for access to existing entrance doors and overhead doors. The proposed plan has been annotated to depict the areas where the Owner must install concrete walkways.
8. The following Building and ADA accessible codes must be incorporated into the parking lot design:
  - A. All exit doors shall comply with Section 404 requirements of 2010 ADA Standards and IBC 1010.1.6.
  - B. Identification of parking spaces shall comply with 703.7.2.1 and 502.6..
  - C. Door and Gate Hardware 404.2.7 shall comply with 309.4.
  - D. Thresholds shall comply to 404.2.5, changes in level at doorways shall comply with 302 and 303.
  - E. Door arrangement shall comply to IBC 1010.1.8.
  - F. Egress doors shall comply with 1010.1.9 and 1010.1.9.1.
  - G. Means of egress illumination shall be provided in accordance with section 1008.
9. Attached is a concept drawing of Comments 1-7 in this letter. This concept can only be implemented provided that the concept meets the Building and ADA accessible codes enumerated in Comment 8 of this letter.

Staff recommends that the conceptual parking plan (as annotated) be approved contingent upon Owner fully implementing the items in this letter as approved by Staff.

Respectfully submitted,

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

Gary E. Meerschaert  
Building Inspector  
Designer of Engineering Systems

## AREA CALCULATIONS

TOTAL SITE AREA = 52,459 SQ. FT.

BUILDING AREA:

ALIERED BUILDING AREA = 5,270 SQ. FT.  
 UNALIERED BUILDING AREA = 3,892 SQ. FT.  
 TOTAL BUILDING AREA = 9,162 SQ. FT.

OPEN AREA:

PERVIOUS AREA = 21,607 SQ. FT.  
 PAVED SURFACE AREA = 21,670 SQ. FT.  
 TOTAL OPEN AREA = 43,277 SQ. FT.

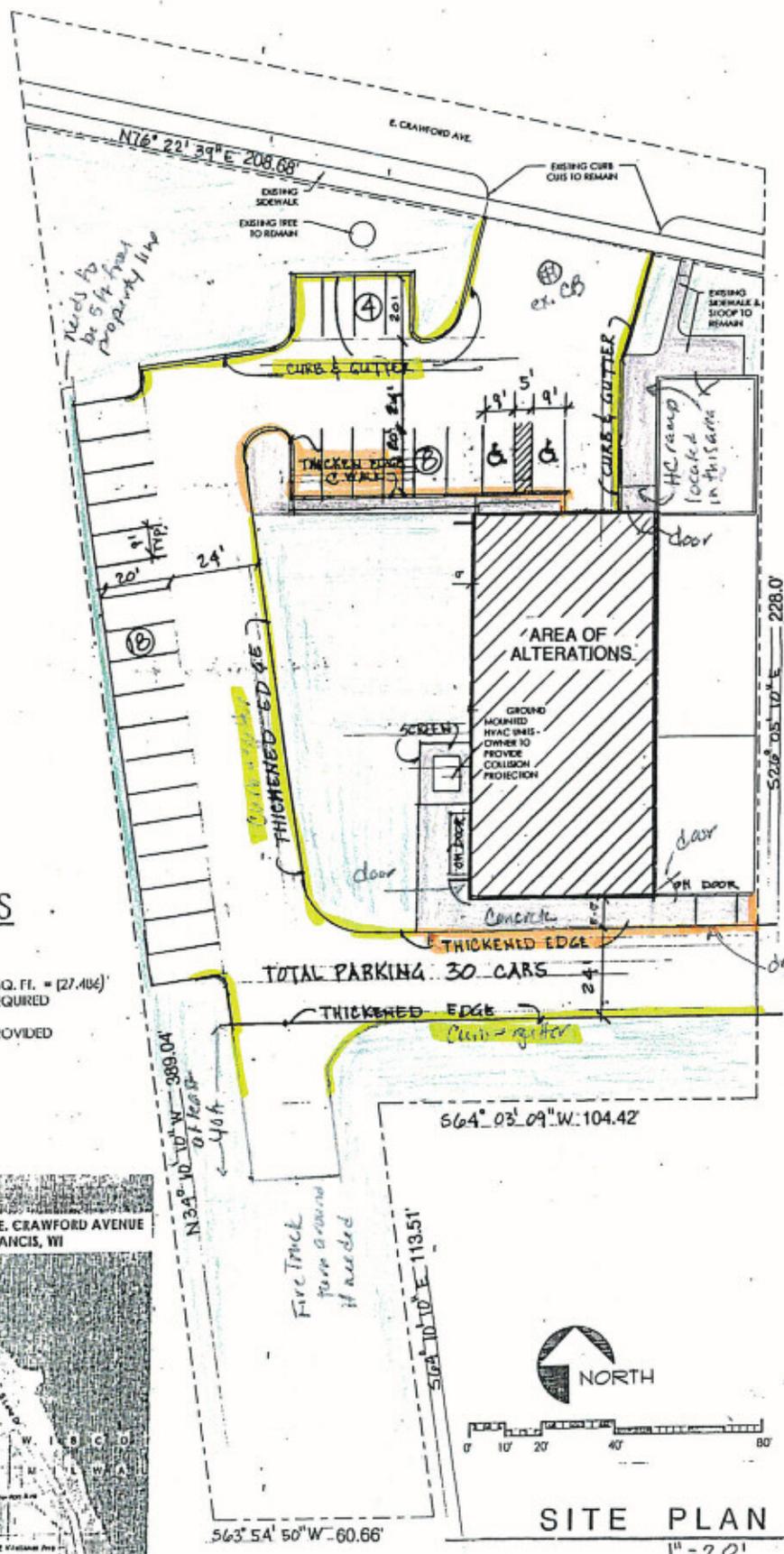
## PARKING CALCULATIONS

TOTAL BUILDING AREA = 9,162 SQ. FT.

REQUIRED PARKING SPACES = 9,162 SQ. FT. x 3 SPACES PER 1,000 SQ. FT. = (27.486)  
 28 PARKING SPACES REQUIRED

PARKING SPACES PROVIDED = 30 PARKING SPACES PROVIDED

## LOCATION MAP



*ALLEY*  
 Not a public alley  
 need permission to use for access



SITE PLAN

1" = 20'