

**MINUTES OF THE PLANNING COMMISSION MEETING  
HELD JULY 24, 2019, 6:00 PM**

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

Planning Commission Members Excused: Charles Buechel.

Also present: Alderwoman Janis Schandel, City Administrator Mark Johnsrud, City Engineer/Director of Public Works Melinda Dejewski; City Attorney Paul Alexy; representing St. Francis Animal Hospital Dr. Vikramjit Dhillon, Kelly Cronin, Mar Hertzfeldt of Design to Construct Development Corporation and Allen Ibsen a Veterinary Animal Hospital Design Consultant; and Rick Grubanowitch.

**1. Call to Order**

The meeting was called to order by Mayor Tutaj at 6:01pm.

**2. Minute Approval**

A motion was made by Alderman Wattawa, seconded by Commissioner Stemwell to approve the minutes of the June 26, 2019 meeting. Motion carried.

**3. Correspondence**

None.

**4. Discussion and Possible Action**

A motion was made by Alderman Wattawa, seconded by Commissioner Lentz to suspend the agenda and move to item 4B – ATT Cell Site Modification Project – 3729 S. Kinnickinnic Avenue. Motion carried.

**B. ATT Cell Site Modification Project – 3729 S. Kinnickinnic Avenue**

City Engineer Dejewski stated that the City had received plans for minor changes to the existing cell tower at this location. The changes are to add three ATT SiriusXM repeaters with three diplexers and an additional equipment cabinet on the existing concrete pad. There is no change to the height of the tower or the footprint of the leased area. City Administrator Johnsrud added that there is a new ordinance and now the Planning Commission gets to review the application. There was general discussion on the new Federal and State regulations regarding cell towers and the minimizing of local authority to regulate. Also discussed was if the tower was on City property or private. The tower is on private property.

A motion was made by Alderman Wattawa, seconded by Commissioner Niemiec to recommend to the Common Council to approve the permit application for non-substantial modifications to the existing cell facility. Motion carried.

**A. St. Francis Animal Hospital Initial PUD – S. Kinnickinnic Ave/E. Norwich Ave**

City Administrator Johnsrud stated that the City owns the land that is being proposed for development and has entered into an offer to purchase with the St. Francis Animal Hospital.

City Engineer Dejewski reviewed the letter from the packet outlining the requirements for an initial PUD submittal. City Attorney Alexy stated that the code has a fence screening requirement and also inquired about the number of employees since it was not clear from the project plan. Ms. Cronin stated there would be 15 to 20 vehicles in total. City Attorney Alexy then stated that in the offer to purchase which was based upon the initial proposal of 2 buildings in 2 phases, it now appears from the project plan that there is no timeline for phase 2 which is not what the City understood the project to be. Ms. Cronin stated that they had to modify the phasing due to the costs they have incurred and will incur with the project. The project is revenue driven. Their intention is to have the second phase done as soon as possible.

There was discussion on the amount of parking required. It was indicated that a reduction of the parking requirement could be considered if information showing the actual requirement was submitted for review.

There was discussion regarding the requirement for a secondary access on E. Norwich Avenue. City Engineer Dejewski stated that Ayres and Associates had modeled the area for traffic due to the concept of a small cul-du-sac subdivision to the east of the land being considered for development by the St. Francis Animal Hospital and a secondary access was necessary due to stacking, especially future stacking, on S. Kinnickinnic Avenue. The Commission then discussed the possibility of angle parking for traffic flow. Angle parking would make the traffic pattern basically a one-way in and out situation. The Commission thought that would not be the best since during peak hours, it could be difficult to access S. Kinnickinnic Avenue and they did not want to force people to use that entrance if traffic was stacking.

There was discussion on the costs involved in the project, the revenue projections, TIF incentive and how that all worked together. It was stated that the longer it takes for phase 2 to move forward, the less the TIF incentive will be.

City Administrator Johnsrud stated that on the east side of the building, the renderings show masonry work. He believes the City would consider allowing different, less permanent materials on that side of the building due to the second phase.

There was discussion on the outdoor exercise area for the animals. Mr. Hertzfeldt stated that the first area will be for sick animals to go out and “do their business”; not to run and play. There will be a handler at all times. The area in phase 2 will be the furthers north and will be larger to accommodate the boarding component.

Mr. Hertzfeldt stated that the civil engineers were working on the stormwater issue as well as the other required site components for the detailed PUD.

A motion was made by Alderman Wattawa, seconded by Commissioner Lentz to recommend to the Common Council to approve the initial PUD contingent upon the changes recommended by staff in the review letter and at the Planning Commission meeting being addressed.

On the question, Commission Kiepczynski stated that a parking bank should be shown if the required amount could not be provided.

Motion carried.

## **5. Adjourn**

A motion was made by Alderman Wattawa, seconded by Commissioner Niemiec to adjourn. Motion carried. Meeting adjourned at 6:45pm.