

**MINUTES OF THE PLANNING COMMISSION MEETING
HELD AUGUST 24, 2022, 6:00 PM**

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

Also present: City Administrator Mark Johnsrud, City Attorney Paul Alexy.

1. Call to Order

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

2. Minute Approval

Moved by Alderman Wattawa, seconded by Commissioner Niemiec to approve minutes of the Planning Commission meeting held July 27, 2022. Motion carried.

3. Correspondence

None.

4. Discussion and Possible Action

4160 S. Kinnickinnic Ave - In Focus Photography Request to Construct Fence within the Established Right-of-Way

Attorney Alexy explained that Staff agrees that the intent is to keep the integrity of the official map and protect the integrity of the future designation of the road. If the Commission is amenable to the request, then the recommended action with respect to the Common Council would be to amend the code and then to address the placement of the proposed fence within the established right-of-way. Alderman Wattawa asked for clarification on the lot and if the fence would create a landlocked portion, but Administrator Johnsrud explained that the lot in question is a single parcel, and the one parcel that is two lots is owned by one person, so there is street access. Administrator Johnsrud continued that the goal is when we allow encroachments on designated right-of-ways, there would be a licensing agreement recorded against the property so that if a property were ever sold in the future it would be in the title that an agreement is in place and the City can use it as a right-of-way if needed.

Moved by Alderman Wattawa, seconded by Commissioner Kiepczynski to recommend a revision to Sec. 455-58 "Official Map" to permit review of the structures within the established right-of-way. Motion carried.

Moved by Alderman Wattawa, seconded by Commissioner Niemiec to allow a fence, along with a written contract as stated by the City Attorney. Motion carried.

2235 E. St. Francis Avenue - Parking Reduction Request

Administrator Johnsrud explained that there are two addresses 2235 and 2227 E. St. Francis Avenue, and the addresses have been purchased by a single owner. The new owners would like to start a catering business (pre-packaged popcorn and snacks) to sell off-site, and keep the two apartments as rental units. The parcels should be combined by CSM into one parcel, and then the request for reduction in parking would be needed. The current parking requirement would be 13 parking spaces, 4 of which would be covered. The request is to lower the number of spaces to 11, reducing it by 2 covered spaces. If retail parking was considered, they would not meet the parking requirement for retail. Commissioner Kiepczynski asked what was currently going on at the property. The owner of the property gave an update of what the intent was for the property. She indicated she would like to live in one of the apartments herself, and there is a lot of cleaning going on in the current building. A small porch on the front of the building has been removed because it was not safe. Vehicles parked on the property currently contain fixtures that will be installed in the property after approval. She

would also like to remove a shed at the back of the property and have more concrete poured. Further discussion revealed that additional concrete would not create additional parking spaces due to space.

Moved by Alderman Wattawa, seconded by Commissioner Buechel to approve the parking reduction at 2235 and 2227 E. St. Francis Ave. from 4 covered spaces to 2 covered spaces and to reduce the 13 required parking spaces to 11 parking spaces total contingent upon the submission of the CSM survey map to combine the properties into 1 parcel and upon the paving and striping of the parking lot. Motion carried.

1301 E. Waterford Avenue Special Use Application - M1 to M1 SU for Contractor's Yard and Shop

Administrator Johnsrud gave background on the property which has been in use for over 30 years as a limited industrial use building or contractor's shop with various tenants. Last November, the Planning Commission and the Common Council approved a change in the zoning code use tables that contractor's shops must obtain a special use in an M1 zoning. The current applicant and potential buyer explained that he would like to use the property as a shop to store equipment, mostly covered, for a steel erecting business he owns. The property would not have much employee traffic. Administrator Johnsrud continued that to be in compliance with the code, the property owner would need to plant the 10' setback between west fence line and building as a landscape buffer strip between the residential area and the property.

Moved by Alderman Wattawa, seconded by Commissioner Buechel to recommend approval subject to compliance of landscaping code requirements in code 455.36. Motion carried.

4016 S. Packard Avenue Special Use Application - B1-B1 SU for Play Café

Administrator Johnsrud explained that this is the current Polonez restaurant property, and that the applicant would like to change it from a restaurant use to an indoor sport/recreation facility, similar to a Children's Museum. It would not be childcare or child drop-off situation. The applicant clarified that this business would run on a reservation based schedule during the week for 3-hour blocks, and would be available for weekend birthday party reservations. The property does not currently meet parking requirements; for the building size they would need 39 parking spaces and there are currently 21 spaces. The Planning Commission cannot currently consider the application for parking reduction because the decrease exceeds 40%, so it must go to the Common Council for consideration. Discussion was also had on the current signage. The sign must remain as is except it can be refurbished with new inserts, it cannot be altered in any way without permit.

Moved by Alderman Wattawa, seconded by Commissioner Kiepczynski to approve the Special Use application from B1 to B1-SU, subject to the Common Council approving the parking reduction. Motion carried.

4421/4425 S. Kansas Avenue Special Use Application - M1 -M1 SU for a Wholesale and Distribution Facility, Indoor

Administrator Johnsrud detailed that during a Fire inspection, it was noted that this location had a tenant that was operating a wholesale and distribution facility. The property owner filed the application on the tenant's behalf. This is a permitted use for this building, but they do not meet the current parking requirement. They need 24 spaces, but only have 17. There is enough room for striping 24 spaces within the current space. He has requested a new site plan from the current owner showing the correct striping.

Moved by Alderman Wattawa, seconded by Commissioner Buechel to approve the special use application for 4421/4425 S. Kansas Ave from M1 to M1-SU with the inclusion that the parking meet the off-street parking requirements and the lot is restriped. Motion carried.

5. Unfinished Business

Change of Zoning Application - 2040 E. St. Francis Avenue M1-SU to M1-SU for Rental of U-Haul Trucks/Vans

Alderman Wattawa noted a few obvious updates he could see to the building and asked property representative Joel for further update. The window company should be coming to install in mid-September. The architect has created a new site plan that was sent to Building Inspector Meerschaert for review. Aluminum sided has been ordered for the north side of the building. Commissioner Kiepczynski asked if the fire extinguishers have been brought into compliance, and Joel

mentioned that it has been placed on the monthly checklist. The Amazon boxes have been removed and there is no longer any Amazon presence there. Alderman Wattawa suggested that this item be kept under “Unfinished Business” until the windows have been installed and we get the proposed plans approved.

6. Adjourn

Moved by Alderman Wattawa, seconded by Commissioner Stemwell to adjourn. Motion carried.

Time: 7:22PM