

**MINUTES OF THE PLANNING COMMISSION MEETING  
HELD DECEMBER 14, 2022, 6:00 PM**

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

Excused: .

Also present: City Administrator Mark Johnsrud, City Engineer/Director of Public Works Melinda Dejewski, City Attorney Paul Alexy, representing 3775 S. Packard Avenue – Ralph Bruno and Bill Jacobs.

**1. Call to Order**

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

**2. Roll Call**

All were present.

**3. Minute Approval**

A motion was made by Commissioner Stemwell, seconded by Alderman Wattawa to approve the minutes of the November 30, 2022 meeting as amended with the amendment being the correction of “S. Kinnickinnic Avenue” under Item 5b to “E. Bolivar Avenue”. Motion carried.

**4. Correspondence with Possible Action**

None.

**5. Discussion Items with Possible Action**

**a. Special Use Rezoning Application – 3775 S. Packard Avenue from M1 to M1 Special Use for Wholesale and Distribution Facility Indoor.**

City Attorney Alexy stated that the application was for a wholesale distributor who is an existing business in the location. The application was submitted after the fact of beginning operations. Alderman Wattawa asked how an occupancy permit was issued. The owner is aware that a change of zoning is required before the business can occupy and operate. Commissioner Kiepczynski asked why the business was allowed to occupy and operate for 3 years without applying for the rezoning and certificate of occupancy. Mr. Bruno explained that the business was part of the Foamation business and was under the special use zoning and occupancy granted to Foamation. When Foamation moved, no one realized that the business would need its own rezoning and occupancy permit. Mr. Jacobs indicated that he sells items to gift shops and there is no retail component of the business. There was general discussion regarding inspections by the Building Inspection and Fire Departments needing to be done prior to issuing an occupancy permit.

A motion was made by Alderman Wattawa, seconded by Commissioner Niemiec to recommend to the Common Council to approve the rezoning from M1 to M1 special use for a wholesale and distribution facility, indoor at 3775 S. Packard Avenue and to schedule the public hearing. Motion carried with Commissioner Kiepczynski voting no.

**6. Unfinished Business**

None.

**7 Adjourn**

A motion was made by Alderman Wattawa, seconded by Commissioner Kiepczynski to adjourn. Motion carried. Meeting adjourned at 6:07pm.