

**CITY OF PORT WASHINGTON  
PLAN COMMISSION  
MINUTES  
THURSDAY, DECEMBER 20, 2007**

1. **ROLL CALL:** Mayor Huebner called a duly convened meeting of the Plan Commission to order at 6:31 p.m. Members present were: Commissioners Kelley, Haacke, Sova, Vanden Noven, Becker, and Voigt. Also present were: City Planner Randy Tetzlaff and City Administrator Mark Grams. Absent and excused: City Building Inspector Dennis Wiese.
2. **APPROVAL OF MINUTES OF NOVEMBER 15, 2007. MOTION BY COMMISSIONER KELLEY AND SECONDED COMMISSIONER SOVA to approve as presented. Motion carried unanimously.**
3. **PUBLIC APPEARANCES & COMMENTS:** There was none.
4. **BUILDING AND SITE PLAN FOR NEW WAREHOUSE STORAGE/GARAGE FOR PORT PUBLICATIONS LOCATED IN THE 200 BLOCK OF SOUTH MILWAUKEE STREET:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that when the land south of North Chestnut Street owned by Port Publications was rezoned from CCM to I-1, amongst the contingencies for approval was that any building plans would be reviewed by the Plan Commission and that a buffer would be placed along the north property line to shield the residents. A combined storage building and garage is now proposed that will front South Milwaukee Street (across from the lift station). The plan reviewed by the Design Review Board was for a 36' x 48' metal building. The DRB recommended a 4' high masonry wainscoting; a shingled roof; asphalt paving in front of the building; moving the structure south and adding a 20' landscaped buffer as per the ordinance. The owner was not present at the DRB and had concerns regarding the shingled roof because the building is an industrial use. The DRB recommended approving the building and site plan subject to: 1) moving the structure another 10 feet south; 2) planting a 20 foot buffer as per the landscaping ordinance (staff to review and approve planting materials); 3) placement of a masonry beltline or wainscoting up to the window sill (minimum 43" high); and 4) paving of the existing driveway and new garage driveway between the building and South Milwaukee Street. The Plan Commissioner discussed these recommendations. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER HAACKE to approve the building and site plan with the recommendation from the DRB except for the landscape buffer being reduced to 16 feet on the north side of the building. Motion carried unanimously.**
5. **REVISED PARKING AND LANDSCAPING PLAN FOR 927 SOUTH SPRING STREET:** City Planner Tetzlaff reviewed this item with the Commissioners. Mr. Ray Flaherty was present at the meeting. City Planner Tetzlaff reported that previously, the Plan Commission suggested that if Mr. Flaherty wanted to add space to accommodate more cars for sale and to improve the layout of his site, he needed to present a professionally prepared plan showing exactly what he wanted and where. Following that advice, he hired North Shore Engineering to prepare such a plan. The Design Review Board reviewed the revised plan and the members were impressed with what they saw. Two versions were presented: one showing an additional 10 feet of right-of-way being acquired from the WDOT and another without. The Board was strongly in favor of closing the southernmost driveway and re-landscaping the area.

They also favored re-designing the center islands to improve circulation and make snow plowing easier. Any landscaping removed as a result of a re-design would be placed elsewhere. The Board also wanted the driveway radius on the new north driveway widened to make turning movements by trucks easier. Finally, the applicant wanted to reduce the number of customer parking since only a few are present at any one time; the Board agreed. The DRB recommended approving the revised parking and landscaping plan subject to: 1) remove the southernmost driveway and re-landscaping the area; 2) increase the turn radius on the new driveway; 3) re-design the interior islands to improve circulation and move the landscaping to another location on the site; 4) reduce the customer parking to 3 stalls plus 1 handicapped stall; and 5) the rear graveled areas behind and along the south side of the building may remain for now, however, they should be paved in the future with a timetable identified in the Conditional Use Grant. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER BECKER to recommend to the Common Council to approve the revised parking and landscaping plan presented subject to the conditions that the DRB recommended. The number of vehicles on the property will increase to 34, but will stay at 17 vehicles until the landscaping is complaint with the site plan. Motion carried unanimously.**

6. **AMEND CONDITIONAL USE GRANT FOR 927 SOUTH SPRING STREET:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that with the submittal and approval of a revised parking and site plan, the existing conditional use grant must be amended. In addition, the applicant is now requesting that an auto body repair shop be allowed on the premise. Several years ago, a portion of this building was used for auto body repair. The applicant now has a prospective tenant who would like to occupy the rear portion of the building for this use. There is an existing overhead garage door that would be used. The major concern about the proposed use is the outside storage of vehicles needing repair. The best location for them is immediately behind and against the building. The DRB approved subject to requiring the parking of the repairable vehicles behind and against the building and that there be no other outside storage of car parts. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER VANDEN NOVEN to recommend to the Common Council to approve the amended Conditional Use Grant. Only 17 vehicles will be allowed until the landscape plan is complaint. Motion carried unanimously.**
7. **CONCEPT PLAN FOR HIDDEN HILLS NORTH, A RESIDENTIAL SUBDIVISION:** City Planner Randy Tetzlaff reviewed this item for the Plan Commissioners. He stated that this parcel now owned by Bielinski Homes was formerly owned by the Jacque family. There is a notch of property that is not a part of this parcel; that property is still owned by a Jacque family member. To the north across Green Bay Road is another former Jacque family property that is being developed in the Town of Port Washington by Bielinski Homes. Although there are no imminent plans to develop the City parcels, Bielinski is asking for concept plan approval. The parcel contains wetlands so the proposed plan continues with many of the attributes of a conservation subdivision except that there will be no treatment trains. The plan shows 28 single family lots that are larger than those platted in the original Hidden Hills. This provides a nice transition to the new subdivision to the north where the lots are 1 acre in size. Eight side-by-side condos are shown on a private road. Sweetwater Boulevard is shown to continue north to Green Bay Road; it would connect directly to the new road in the Town development which then connects to Hillcrest Road. A road connection is also shown to the lands to the east. The DRB liked the configuration and layout of the single family lots and the Sweetwater Blvd. alignment. They also agreed that if the new road is extended to the east, the new corner lot

created by the intersection with Indigo Drive would be too narrow. Also, they had concerns with the layout of the future condos. They felt that the wetlands should be reconfigured so that the condos could be more to the west. Also, a buffer is needed along the west lot line of the private Jacque property. The DRB recommended approval of the concept plan with the density shown subject to moving the new road to the north and investigating the possibility of reconfiguring the condo area by relocating some of the wetlands. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER KELLEY to approve the concept plan subject to the recommendations by the Design Review Board. Motion carried unanimously.**

- 8. ORDINANCE AMENDING THE REGULATION OF SIGNS IN INDUSTRIAL AND BUSINESS PARKS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the Common Council has requested that the Plan Commission reconsider how the City can legally approve the business sign for Manitowoc Crane. Manitowoc Crane is one of the new industries that have moved to Port. They have put an addition on to their facility and have plans for yet another addition. They are one of a few companies that are hiring new employees. The Common Council feels that the sign ordinance should be revised in some way to accommodate their sign requested. The Plan Commissioners reviewed this requested and agreed to revise the Sign Ordinance for Industrial and Business Parks. **MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER HAACKE to revise the Sign Ordinance for signs located in both industrial and business parks zoning districts. Motion carried unanimously.**
- 9. ORDINANCE AMENDING BUILDING SETBACK LINES:** City Planner Randy Tetzlaff stated that some Plan Commissioners have expressed concern where existing zoning restrictions, particularly building setback is less restrictive than the setback of existing buildings in the neighborhood. The City Attorney has provided an example of another community's ordinance that allows the Plan Commission to establish building setback lines that are more restrictive than the "basic" setback. This may be done where the Plan Commission finds it appropriate for the location and type of development contemplated to conform to setbacks of existing adjacent development. The suggested new language is as follows: Building setback lines appropriate to the location and type of development contemplated which are more restrictive than the regulation of the zoning district in which the plat is located may be required by the Plan Commission and shall be shown on the final plat or certified survey map. Examples of the application of this provision may include requiring greater setbacks on cul-du-sac lots to achieve the necessary lot width setback line, requiring greater setbacks to conform to setbacks of existing adjacent development, or setting special yard requirements to protect natural resource elements. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER BECKER to recommend to the Common Council to revise the Building Setback Lines as presented. Motion carried unanimously.**
- 10. NEW ORDINANCE REGULATING THE EXTERIOR MAINTENANCE OF STRUCTURES:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated at last month, the Commissioner reviewed and approved an ordinance covering maintenance and upkeep of exterior areas. Before you is language covering the exterior maintenance of all structures including residential, commercial, industrial, and accessory. The proposed items or language for such an ordinance is as follows: The City of Port Washington has adopted codes requiring property owners to maintain the exterior of their properties. This includes maintenance of windows, doors, detached buildings, porches, decks, and exterior

walls, including painting on all residential, commercial, and industrial buildings. **Foundations:** Shall be structurally sound and support the loads imposed by the structure. **Exterior Wall and Trim Surfaces:** Chipping, peeling or missing paint greater than 25% of the painted area shall be repainted or given a water resistant coating. **Windows and Doors:** Each exterior opening shall be fitted with a door or window. All windows shall be in good condition without holes or broken glass. **Roofing and Guttering:** The roof, eaves, and soffits shall be structurally sound, tight, and shall not admit rain. Guttering and downspouts shall not be broken, rusted, or damaged. **Attached Structures:** Porches, landings, fire escapes, decks, railing, and exterior stairs shall be maintained in a safe and functional condition. **Detached Sheds, Garages, or Out Buildings:** Accessory buildings shall be maintained in the same manner as the principal structure. **Fences:** Fences, including gates, shall be maintained in sound condition free of damage, breaks, or missing structural members. The Building Inspector would be responsible to enforce these provisions. **MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER VOIGT to recommend to the Common Council to approve an Ordinance for Regulating Exterior Maintenance of Structures as presented. Motion carried unanimously.**

**11. PARK AND RECREATION PLAN UPDATE:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that the last Park and Recreation Plan update was completed in 1996. In 2003, Park and Recreation Director Jay Jansen started working on another update but because of his illness the update got sidetracked. Because the City does not have an update plan, the City cannot apply for grants. So, staff took the rough draft started by Jay Jansen and worked with the Interim Director Chris Lear and prepared an update plan. This plan is before the Plan Commission for their approval. The Park and Recreation Board had approved it last week. City Planner reviewed the new updated plan with the Board. He also stated that the new Director Charlie Imig and the Park and Recreation Board would work on updating this plan as Director Imig gets more familiar with the City and its parks. **MOTION BY COMMISSIONER HAACKE AND SECONDED BY COMMISSIONER VOIGT to approve the plan at this time with the understanding that as Director Imig gets more familiar with the City and its parks a new updated plan is presented to the Plan Commission. Motion carried unanimously.**

**12. UPDATE ON THE BUILDING FAÇADE OF THE PORT WASHINGTON GENERATING STATION (Information Only):** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that some concern was raised about the exterior of the power plant. Staff researched the minutes of July 15, 2004 regarding the building material for the exterior of the building. The minutes and staff report of that meeting are before you. But as it turns out, the City does not have any say in the building material. The City only has a say in the landscaping, the lighting, the parking and the pathways. The Port Washington Generating Station did send a letter at that time stating the color and type of material. The Plan Commissioners discussed this item and voiced their concerns with the materials and colors. The Plan Commissioners would like City Staff to sit down with WE Energies' staff to discuss the color changes and other issues. **This is informational only.**

**13. FORTHCOMING EVENTS:** There was none.

**14. ADJOURNMENT: MOVED BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER VOIGT to adjourn the meeting at 7:47 p.m. Motion carried unanimously.**