

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, MAY 17, 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 Becker, Sova, Voigt, Kelley, Haacke and Vanden Noven. Also present were: City Planner Randy Tetzlaff, City Administrator Mark Grams, and City Building Inspector Dennis Wiese.
- 2. APPROVAL OF MINUTES OF APRIL 19, 2007. MOTION BY COMMISSIONER KELLEY AND SECONDED COMMISSIONER BECKER to approve the minutes as presented. Motion carried unanimously.**
- 3. PUBLIC APPEARANCES & COMMENTS:** There was none.
- 4. REVISED SITE PLAN FOR C & M AUTO, 925 SOUTH SPRING STREET:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that the owners of C & M Auto are in the process of purchasing the building they are in from Ray Flaherty. As a result, they want to make some improvements to the property including the parking area, signage, and landscaping. The current parking and landscaping which was approved by the Plan Commission does not provide sufficient and accessible parking for one of the business tenants, Max Glass, nor does it provide the best optimum parking for C & M Auto. The applicant proposes to improve this situation by realigning both the parking and landscaping areas. The revised plan moves the landscaping and adds more to the rear of the site near the Ozaukee Interurban Trail. The total points as proposed, exceeds the landscaping requirements. The new parking arrangement provides some designated areas for Max Glass and improves flow for the applicant's business. The Design Review Board recommends approval. **MOTION BY COMMISSIONER BECKER AND SECONDED BY COMMISSIONER VOIGT to approve the revised site plan as presented. Motion carried unanimously.**
- 5. BUILDING AND SITE PLAN FOR NEW MULTI-TENANT COMMERCIAL BUILDING IN HIDDEN HILLS:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that a new multi-tenant commercial building is being proposed in Hidden hills, the parcel located on the northeast corner of STH 33 and Sweetwater Blvd. The parcel is subject to both the Arterial Gateway Overlay (OAG) and Planned Development Overlay (OPD) provisions. The Design Review Board was generally pleased with the exterior façade except for the rooflines. It was recommended that some enhancements be made and that has been revised in these plans. The Board was also concerned about the excessive parking area. It was recommended that the paved areas be reduced and that too has been accounted for in the revised plans. The landscaping met our standards but with the reduced parking area something other than mowed lawn area should be provided. This is a conservation subdivision, therefore, either naturalized areas should be provided or low-level berms should be located between the edge of the parking lot and the 55 foot highway setback line. The Board also discussed the location and orientation of the building. The OAG requires pedestrian connections and parking to the rear or side is preferred. Both pedestrian and vehicle access is via Sweetwater and a walkway is connected to the street. The wetland area someone impedes alternative orientation of the site. The Board felt that the building location as shown is the best

orientation for it. A drive-thru lane is also shown on the east side of the building and ingress and egress is well-designed. The photometric plan as shown will keep lighting contained to within the building and parking perimeter. A monument sign with the required landscaping is also provided. Staff recommends approval subject to adding additional landscaping or site enhancement to the area between the parking lot and the building setback line along STH 33. **MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER SOVA to approve the Building and Site Plan subject to elimination of the rip rap at the outfalls, some additional landscaping at the rear of the building to soften the appearance and native plantings between the parking lot and STH 33. Motion carried unanimously.**

6. **REZONE 1330 WEST GRAND AVENUE FROM RS-2, SINGLE FAMILY DETACHED RESIDENCE DISTRICT TO B-2, LOCAL SERVICE CENTER:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that the applicant is requesting that this property be used as an animal hospital. At a previous meeting, the Commissioners did not object to the use since it is adjacent to B-2, Local Service Center District Zoning to the west, however, they were concerned about the need to provide a buffer to the residential uses to the east. The applicant has since submitted and received approval of a certified survey map that divides the property. The applicant is now requesting rezoning of the west lot from RS-2, Single Family Detached Residence to B-2. Subsequent to the rezoning, use as an animal hospital requires a conditional use grant. Providing the rezoning is approved by the Council, the Plan Commission will consider the CUG at a subsequent meeting. Staff recommends approving the rezoning of Lot 1. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER KELLEY to recommend approval of the rezoning to the Common Council as presented. Motion carried (6 Ayes, (Commission Vanden Noven was not present)).**
7. **CERTIFIED SURVEY MAP TO CREATE TWO PARCELS AND AN OUTLOT FOR PROPERTY ALONG SUNSET ROAD AND WEST OF GREYSTONE:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that after several plan reviews, the Commission finally approved a concept development plan for this property. Annexation of the property is expected on May 15th by the Common Council. The approved plan includes 2 lots; one for a church and another for a community based residential facility (CBRF), and an outlot for a storm detention facility. The CSM as submitted conforms to the approved concept plan and our land division requirements. The requested zoning is appropriate because the lands to the east in the Greystone development are also RS-5. Any residential district chosen will require conditional use approval for both the church and CBRF. When the remaining Freier land is ready for development, it will be single family and at that time, we may choose to rezone it either RS-5 or RS-4, which is consistent with Greystone. Staff recommends approval of the CSM as submitted. **MOTION BY COMMISSIONER BECKER AND SECONDED BY COMMISSIONER VOIGT to approve the certified survey map as presented. Motion carried unanimously.**
8. **REZONE PROPERTY ALONG SUNSET ROAD AND WEST OF GREYSTONE FROM AG, AGRICULTURAL TO RS-5, ONE AND TWO FAMILY RESIDENCE:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. Staff recommends approving the rezoning from AG to RS-5 as submitted. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER BECKER to recommend to the Common Council**

approval of the rezoning of this property from AG, Agricultural to RS-5, One and Two Family Residence as presented. Motion carried unanimously.

- 9. CONCEPTUAL SITE PLAN FOR A CHURCH OF LATTER DAY SAINTS ALONG SUNSET ROAD:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that the Church of Latter Day Saints is seeking assurance that if they go ahead and acquire Lot 2 of the Freier CSM, they will be able to receive approval to construct their new church. In order to do that, they must after the land is rezoned receive a conditional use grant permitting the church. At this time, a preliminary site plan has been submitted. If the CUG is later approved, a final building and site plan will be submitted for review and approval. The Design Review Board reviewed the plan and raised concerns regarding the excessive amount of parking shown. By the Church's estimates, they only anticipate a maximum need for up to 50 vehicles. The Board members also wanted the trash enclosure moved to the northwest corner of the site away from the adjacent single family homes. The need to provide landscaped buffer along the lot lines was also discussed as well as the need to provide a pedestrian connection to Sunset Road. Stock exterior building elevations were also discussed. Lighting will only be provided around the perimeter of the church building on the interior part of the site. Staff recommends approval of the concept site plan subject to the following changes being made to the final plan: 1) reducing the parking stalls and area by one-half; 2) moving the trash enclosure; 3) providing buffers along the lot lines; 4) providing a connection to Sunset Road; 5) providing a detailed landscaping and lighting plan; and 6) providing a final building exterior plan. **MOTION BY COMMISSIONER KELLY AND SECONDED BY COMMISSIONER VOIGT to approve the conceptual site plan subject to the following conditions: 1) reducing the parking stalls and area by one-half; 2) moving the trash enclosure to the northwest corner of the site; 3) providing buffers along the lot lines; 4) providing a pedestrian connection to Sunset Road; 5) providing a detailed landscaping and lighting plan; and 6) providing a final building exterior plan. Motion carried unanimously.**
- 10. CONDITIONAL USE GRANT TO PERMIT A CHURCH USE ALONG SUNSET ROAD:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. Staff recommends approving the CUG subject to adherence to an approved final building and site plan. **MOTION BY COMMISSIONER BECKER AND SECONDED BY COMMISSIONER KELLEY to approve the conditional use grant subject to adherence to an approved final building and site plan. Motion carried unanimously.**
- 11. CONCEPTUAL SITE PLAN FOR A 20+ UNIT COMMUNITY BASED RESIDENTIAL FACILITY LOCATED AT THE WESTERN TERMINUS OF GRANITE LANE:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that the CBRF applicant is seeking the same assurance as the Church of Latter Day Saints; that if they acquire Lot 1 of the Freier CSM, they will be able to receive approval to construct their new housing project. In order to do that, they must after the land is rezoned, also receive a conditional use grant permitting the CBRF in a residential area. A preliminary site plan has been submitted and like the church, if the CUG is later approved; a final building and site plan will be submitted for review and approval. This same applicant submitted a similar plan for property along CTH LL in what was know as White Tail Hills. A building and site plan was approved by the Plan Commission. This plan shows a first phase of 20 units being connected to a Phase 2 of 20 units. The Design Review Board was concerned about the need to buffer the parking area along Greystone, the amount of parking shown, and the need to provide a pedestrian

connection to Granite Lane. Staff recommends approval of the concept site plan subject to the following changes being made to the final plan: 1) reducing the number of parking stalls; 2) providing buffers along the lot lines; 3) providing a detailed landscaping and lighting plan; 4) providing a connection to Granite Lane, and 5) providing a final building exterior plan. **MOTION BY COMMISSIONER HAACKE AND SECONDED BY COMMISSIONER BECKER to approve the conceptual site plan subject to the following conditions: 1) reducing the number of parking stalls; 2) providing buffers along the lot lines; 3) providing a detailed landscaping and lighting plan; 4) providing a pedestrian connection to Granite Lane, and 5) providing a final building exterior plan. Motion carried (6 Ayes, 1 Abstained (Sova)).**

12. CONDITIONAL USE GRANT TO PERMIT A 20+ UNIT COMMUNITY BASED RESIDENTIAL FACILITY LOCATED AT THE WESTERN TERMINUS OF GRANITE LANE: City Planner Tetzlaff reviewed this item with the Plan Commissioners. Staff recommends approval of the CUG subject to adherence to an approved final building and site plan. **MOTION BY COMMISSIONER HAACKE AND SECONDED BY COMMISSIONER BECKER to approve the conditional use grant subject to adherence to an approved final building and site plan. Motion carried (6 Ayes, 1 Abstained (Sova)).**

13. REZONE 1306 WEST GRAND AVENUE FROM RS-2, SINGLE FAMILY DETACHED RESIDENCE DISTRICT AND 1248-1250 WEST GRAND AVENUE FROM RM-2, MULTI-FAMILY (GARDEN APARTMENT AND TOWNHOUSE) DISTRICT TO RS-6, SINGLE AND TWO FAMILY RESIDENCE DISTRICT: City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that the owners of 1306 West Grand Avenue would like to add an in-law unit to their home. Rather than sharing facilities, they would prefer separate entrances. The building inspector says the only way to do that is to rezone the property. The adjacent property is an existing side-by-side zoned RM-2. The home at 1306 is a classic older home on a very large lot. The proposed dwelling addition would be to the rear and would not be visible from the street. It is not known why the property at 1248-1250 West Grand is zoned like it is, other than it may have been a duplex when it was annexed. The RM-2 zoning is inappropriate because it would allow a 4-unit apartment there by right. Rezoning to RS-6 would allow the applicant to add their second unit and allow the existing duplex to remain a conforming use. Staff recommends approval. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER VOIGT to recommend to the Common Council approval of the rezoning of this property from RM-2, Multi-Family (Garden Apartment and Townhouse) District to RS-6, Single and Two Family Residence District as presented. Motion carried unanimously.**

14. VACATED AND DISCONTINUE ABANDONED PORTIONS OF PUBLIC ALLEY BETWEEN MILWAUKEE AND MONTGOMERY STREETS SOUTH OF CHESTNUT STREET: City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that a petition has been submitted to the City for the vacation of an alley. The petition is in regards to the vacation of an alley between Milwaukee and Montgomery Streets south of Chestnut. The vacation request was made by Mr. Bill Schanen of Port Publications. Currently, the alley to be vacated is not paved. The resolution to formally vacate the alley was presented to the Common Council at the May 15th meeting. The Plan Commission must take action and make a recommendation to the Council. This alley is abandoned and does not appear to be necessary or of public interest. Staff recommends approval. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER BECKER to recommend to the**

Common Council approval of the vacation of the alley between Milwaukee and Montgomery Streets south of Chestnut as presented. Motion carried unanimously.

15. VACATE AND DISCONTINUE ABANDONED PORTIONS OF PUBLIC ALLEY LOCATED IN AND ADJACENT TO THE UNION CEMETERY: City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that a petition has been submitted to the City for the vacation of an alley. The petition is in regards to the vacation of alleys located in or adjacent to the Union Cemetery and along properties on Oakland Avenue. The vacation request was made by three property owners along Oakland Avenue. The resolution to formally vacate the alleys was presented to the Common Council at the May 15th meeting. The Plan Commission must take action and make a recommendation to the Council. These alleys were never constructed. None of the alleys appear to be necessary or of public interest. **MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER KELLEY to recommend to the Common Council approval of the vacation of the alleys located in or adjacent to the Union Cemetery and along properties along Oakland Avenue as presented. Motion carried unanimously.**

16. AMEND SECTION 20.29.000 SIGN ORDINANCE TO PERMIT OFF-PREMISE DIRECTIONAL SIGNS IN THE DOWNTOWN AREA (REQUESTED BY ALDERMAN HAACKE): Commissioner Haacke reviewed this item with the Plan Commissioners. He stated that this item was brought to his attention by several businesses for the need to provide directional signage for businesses lying along side streets both west and east of Franklin Street. Apparently, some communities, most notably Plymouth, have such signs that are both informative and decorative. According to the Business Improvement District, some of these businesses are willing to pay for such signage. This is being brought to the Plan Commission because such off-premise signage is not allowed. City Planner Tetzlaff reminded the Commissioners that when we revised the sign ordinance, it was the majority opinion at the time that such signage should not be allowed; that we could become inundated with such signs. Said signs would also be in the ROW which is prohibited. However, the sign ordinance does allow the City to erect signs in the ROW. Therefore, we may be able to “tweak” the ordinance to allow such business directional signage if paid for by the businesses and erected by the City. Such is the case with the businesses signs erected along the freeways. Commissioners discussed this item. Mr. Dennis Cooper from Horsefeathers restaurant reviewed several signs with the Commissioners. Mr. Cooper and Commissioners continued to discuss this item. Mr. John Sigwart also joined the discussion and made several suggestions. City Planner Tetzlaff stated he would discuss this item with the BID and the Tourism Council. Commissioner Kelley suggested taking a hard look at all the street signs on North Franklin Street.

17. REVIEW ISSUES AND OPPORTUNITIES ELEMENT AS DRAFTED BY THE CITIZENS ADVISORY COMMITTEE: City Planner Tetzlaff informed the Commissioners that the Citizen Advisory Committee (CAC) has taken the comments from the public information meeting, the citizen survey, and other information, and put them into goals and objectives. This section or element is the first one completed (and easiest) for the comprehensive plan. City Planner Tetzlaff requests that the Commissioners review this information and forward your thoughts, comments and ideas him. This will be discussed at the next meeting. The CAC has also completed the Housing Element that will be forward to you next month.

18. PUBLIC COMMENT/APPEARANCES: There was none.

19. FORTHCOMING EVENTS: The Mayor wanted to remind Commissioners of the new Lake/Beach Assess on Saturday, May 19th and the Municipal Service Center Open House on Saturday, June 16th.

20. ADJOURNMENT: MOVED BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER BECKER to adjourn the meeting at 7:56 p.m. Motion carried unanimously.