

**CITY OF PORT WASHINGTON  
PLAN COMMISSION  
MINUTES  
THURSDAY, NOVEMBER 15, 2007**

1. **ROLL CALL:** Mayor Huebner called a duly convened meeting of the Plan Commission to order at 6:32 p.m. Members present were: Commissioners Haacke, Sova, Vanden Noven, and Voigt. Also present were: City Planner Randy Tetzlaff and City Administrator Mark Grams. Absent and excused: Commissioners Earl Kelley, Dan Becker and City Building Inspector Dennis Wiese.
2. **APPROVAL OF MINUTES OF OCTOBER 18, 2007.** Commissioner Sova questioned whether the auto business had complied with the terms of the Conditional Use Grant. He asked that the sentence be deleted. **MOTION BY COMMISSIONER HAACKE AND SECONDED COMMISSIONER VOIGT to approve the minutes as with the above correction. Motion carried unanimously.**
3. **PUBLIC APPEARANCES & COMMENTS:** There was none.
4. **NEW ENTRANCE SIGNS FOR THE WOODS AT WHITE PINE SUBDIVISION:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. The Woods at White Pine is the only newer subdivision without an entrance sign. Many new residents in the subdivision have requested the developer (the Didiers) to erect one. The Didier's are proposing to erect two identical signs on the west and east sides of CTH LL. They still own the lots or property there and they would place a sign easement on each. Three alternative versions of the new entrance sign were presented. The Design Review Board liked design "B" and the colors of design "A"; they also suggested that some masonry be used for either the base or for the sign supports. Staff recommends approval subject to the Design Review Board's design recommendations and for the provision of sign easements on the lands located on both the east and west side of CTH LL. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER VOIGT to approve the entrance signs as presented. Motion carried unanimously.**
5. **REVISED SUBDIVISION PLAN FOR THE FREIER PROPERTY ALONG SUNSET ROAD:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that both the Design Review Board and the Plan Commission has reviewed several concept plans for this property. The lands for the LDS Church and the assisted living project have been subdivided and sold; a revised plan is now before the Plan Commission for review. This revised plan also includes the storm detention pond system that has been engineered for the property. The smaller pond to the south will handle the church and the housing project. The larger pond to the north will handle the remaining lands. Also noted on the plan are the wetlands that have been delineated to the east of the proposed detention ponds. The plan reviewed by the DRB consisted of 63 lots with 6 corner lots being designated for possible 2-family use. The street layout follows a previous plan that received a favorable nod from the Commission. The Board reviewed comments from the Mayor who indicated concern for some of the narrow lots shown (lot #45-62); the lots should be wider than 80 feet. The Board recommended that the plan be again revised to make lots 2 thru 6 wider by shifting the lot lines north; doing the same for lots 56 thru 62; and making lots 45 thru 53 wider by eliminating one lot. The applicant also

indicated that one lot may be eliminated in the vicinity of lots 43 and 44 because of the gas main. The Board had no issue with the inclusion of some 2-family lots on the corners so that the garages face opposite streets. Also, the Board requested that the gas main and easement be shown on the plan. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER SOVA to approve the concept plan as presented subject to removing Lot 43; providing some access to the common area; reducing the total number of lots to 61; allowing 2-family lots as shown on corner lots; working on getting better access to Lot 55 near the gas main. Motion carried (3 Ayes, 1 Nay (Huebner)).**

6. **REMOVAL OF A PEDESTRIAN EASEMENT IN LAKE RIDGE (BETWEEN ALGOMA AND CUMBERLAND LANE):** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that Lake Ridge Addition No. 1 plat contains a 15 foot wide pedestrian easement that connects Algoma north to Cumberland Lane. It goes between condominiums and then up the hill between two single family homes. The trail was constructed by the developer in 2002 and consisted of a crushed stone base. The homeowners and condominium association all desire to see the trail removed because it encroaches too closely to the housing units and it is unclear as to who is responsible for maintenance and liable for injury. According to the Plan Commission minutes the pedestrian easement was added at the last minute because some Commissioners felt that a shortcut was needed to connect the southern portion of the Lake Ridge neighborhood with the open space/wooded outlot to the north. There is sidewalk access via Algoma, Ashley and Cumberland. The plat does not have any language describing who is responsible for the trail within the easement. In the absence of any language, the City Administrator has determined that the City is the likely party. It is the opinion of the current staff that the location of the trail was not well thought out and there should have been some legal instrument describing maintenance and liability. Since there is pedestrian access via sidewalks connecting different parts of the neighborhood, it is recommended that the trail be removed and the easement abandoned. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER VOIGT to approve removing the pedestrian easement from the Lake Ridge Addition #1 plat. Motion carried unanimously.**
7. **NEW ORDINANCE REGULATING EXTERIOR PROPERTY AREAS:** City Planner Randy Tetzlaff reviewed this item for the Plan Commissioners. When we revised Section 20.11.000, Accessory Uses and Structures, the text referring to the exterior condition of property, particularly unenclosed storage was removed. The thought at the time was that perhaps this belonged in another place in the municipal code, either in the building code or the nuisance code. The specific language removed was: ***Unenclosed Storage. No unclosed storage of materials, equipment, temporary structures, supplies, or vehicles shall be permitted where such storage is unsightly to the surrounding view.*** City Building Inspector Wiese has had to deal with several complaints regarding unsightly property and he is unable to seek corrective action because there is no ordinance covering it. The City Attorney has drafted a new ordinance amendment to Section 15, the Building Code that covers this issue. Commissioner Kelley has submitted some written comments. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER VOIGT to recommend the proposed ordinance regulating exterior property area subject to inclusion of Commissioner Kelley's comments. Motion carried unanimously.**
8. **BUILDING APPEARANCE REGULATIONS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that along with the need for regulations covering exterior property areas, there is a need for more improved regulations covering the building

appearance of buildings or structures. At the current time, the City has a housing appearance code described in Section 15.07.000. The problem with the current appearance code is that it only covers residential dwellings and does not address either commercial or industrial buildings. More importantly it does not address a number of appearance problems or concerns raised by residents and neighbors such as peeling paint, rotted trim, missing roof shingles, dilapidated eaves and downspouts. The current language is just too vague and only considers keeping a building watertight or enclosed from the elements. There are a number of examples of codes in other communities with effective building appearance regulations. The draft housing element in the new comprehensive plan recommended stronger or improved appearance regulations. **THE COMMISSIONERS WERE IN FAVOR OF STAFF BRINGING BACK A DRAFT ORDINANCE COVERING BUILDING APPEARANCE. NO FURTHER ACTION WAS TAKEN.**

**9. COMPREHENSIVE PLAN UPDATE:** City Planner Randy Tetzlaff stated that the CAC have been meeting every month and they plan to bring several draft items to the Plan Commissioners for their review in 2008.

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

**11. ADJOURNMENT: MOVED BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER HAACKE to adjourn the meeting at 7:10 p.m. Motion carried unanimously.**