

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, FEBRUARY 21, 2008**

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 Kelley, Haacke, Sova, Vanden Noven, and Becker. Also present were: City Planner Randy Tetzlaff, City Building Inspector Dennis Wiese and City Administrator Mark Grams. Absent and excused: Ron Voigt.
2. **APPROVAL OF MINUTES OF DECEMBER 20, 2007. MOTION BY COMMISSIONER BECKER AND SECONDED COMMISSIONER HAACKE to approve as presented. Motion carried unanimously.**
3. **PUBLIC APPEARANCES & COMMENTS:** There was none.
4. **NEW BELL TOWER FOR ST. PETER'S CATHOLIC CHURCH:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that Jacob Schowalter, an eight grader at Port Catholic, is proposing a new bell tower at St. Peter's Catholic Church as an Eagle Scout Project. Mr. Mike Erlich, a local architect, is helping with the plans for the project. The bell tower structure would only be 17 feet high and would be compatible with the architecture of the existing church and school. It would serve as a gathering spot. The bell tower would be constructed of redwood, limestone, and a metal standing seam roof. The bell may be real or decorative with a chime system, depending on the cost. The estimated cost of the project is \$85,000. The construction would begin in 2008 if the funds are raised. The Design Review Board was impressed with both the project and with young Jacob. Mr. Schowalter reviewed his presentation with the Commissioners. Mr. Erlich also reviewed the construction and materials with the Commissioners. Mr. Schowalter also reviewed how the public can pledge donation to this project and how the public may sponsor a bench or items related to the bell tower. The Commissioners were very impressed with the presentation and the project. **MOTION BY COMMISSIONER BECKER AND SECONDED BY COMMISSIONER HAACKE to approve the bell tower project for St. Peter's Catholic Church as presented. Motion carried unanimously.**
5. **NEW INDUSTRIAL SIGN AT 1190 MINERAL SPRINGS DRIVE:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that the Common Council approved the ordinance that allows the Plan Commissioners to apply some flexible standards when reviewing signs in industrial park and business park districts. Manitowoc Cranes is now requesting approval of the sign it originally proposed when it acquired Exactech in 2006. The proposed sign is 17.5 feet in height; 5 feet wide; and 13 inches deep. It will be mounted in an in-ground concrete foundation. The company would apply special decals to the areas below the Manitowoc logo for the brands or division under the Manitowoc Crane umbrella. The justification for applying flexible standards to this sign is due to the size and proportion of the principal building. The building height is 51.5 feet and the length of the building is almost 380 feet. The size of the proposed sign is still dwarfed by the sheer size of the building's façade. The location of the sign is noted on the site plan. Staff recommendation is that the 40% masonry base requirement be eliminated but that the landscaping shall be required as per the code; requiring that much masonry will just increase the height of the sign. Staff recommends

approving the sign as presented (dimension and location) without a decorative masonry base and be subject to the sign landscaping standards (26 points; a minimum of 3 feet around the entire base; and year-round aesthetics). Mr. Peter Janus, the plant manager for Manitowoc Crane, was present at the meeting. **MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER SOVA to approve the new industrial sign at 1190 Mineral Spring Drive for Manitowoc Crane as presented without the masonry base but subject to the sign landscaping standards of 26 points, a minimum of 3 feet around the entire base and year-round aesthetics. Motion carried unanimously.**

6. **DECLARE NORTH PARK STREET AS SURPLUS PROPERTY:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that the Plan Commissioners had approved a conceptual plan to re-align or re-plot the area around the former incinerator on North Park Street. The intent was to create 2 new lots on the site of the incinerator, sell them for future residential development, and then designate right-of-way for North Park Street. Doing that would necessitate adding some vacated right-of-way to two of the lots along the street. It was Commissioner Voigt's suggestion that these be designated as outlots. Staff recommends declaring a portion of North Park Street as surplus property. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER HAACKE to recommend that the Common Council declare a portion of North Park Street as surplus property as presented. Motion carried unanimously.**
7. **REVISED CERTIFIED SURVEY MAP FOR THE FORMER INCINERATOR SITE:** City Planner Randy Tetzlaff reviewed this item for the Plan Commissioners. He stated that Habitat for Humanity recently purchased the 2 lots from the City with the intention of constructing 2 side-by-side condominiums. To do this only requires one lot so the CSM has been revised. Once the CSM has been recoded and staff have parcel descriptions, the City will need to rezone the new lot 1 from PUL to CCM and designate new zoning for the 2 outlots as CCM. Staff recommends approving the revised Certified Survey Map as presented. **MOTION BY COMMISSIONER HAACKE AND SECONDED BY COMMISSIONER KELLEY to approve the revised certified survey map as presented. Motion carried unanimously.**
8. **PLAN COMMISSION REVIEW AND APPROVAL OF BUILDING DEMOLITION PERMIT APPLICATIONS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that until recently, it was the understanding of City Staff that building demolitions were only subject to a permit applied for and processed by the Building Inspector. With the discussion of the possible demolition of the former M & I building, questions have arisen as to whether there should be some City review of this because the building is located in the downtown historic district. Upon further investigation, it has now come to our attention that in 1995, an ordinance was approved that required Plan Commission review and approval of all building demolition applications. Further, if the building in question was historic, the Commission could refer the matter to the Design Review Board for their review and advisory recommendation. The language is included in Chapter 15, Building Code. While it makes sense to review the plans for the demolition of historic buildings or structures, City Administrator Grams questions whether the intent of the Plan Commission and Common Council back in 1995 was to require the Plan Commission to review ALL demolition requests. Staff would concur with his assessment that only historic buildings were to be subject to such scrutiny. The intent to demolish some buildings that are part of a development project is discussed during the design review process (for example Burger King or the former St. John's

school). Others are subject to raze and repair orders issued by the Building Inspector. Still others are minor projects like the razing of a residential garage. In addition, the language allowing no building permits on property where no demolition permit was applied for and approved for a period up to 5 years is counter-productive. That language should either be stricken or, modified to say that future permits are discretionary. Staff recommends that Chapter 15.060.050, Wrecking and Razing Permits, be revised and to apply only to buildings or structures that are located in a historic district or having been identified as having historic value in the Intensive Survey Report dated November 1998. Also eliminate or revise paragraph C. The Plan Commissioners discussed this item. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER SOVA to have the City Attorney review and revise this ordinance with the recommendation from staff as presented. Motion carried unanimously.**

9. **COMPREHENSIVE PLAN UPDATE – AGRICULTURE, NATURAL, AND CULTURAL RESOURCES ELEMENT:** City Planner Randy Tetzlaff stated the Citizen Advisory Committee is still hard at work in drafting a new comprehensive plan for the City. To date, the Plan Commission has received copies of several elements including Issue and Opportunities, Housing, and Economic Development. Enclosed in your packet are the Agriculture, Natural, and Cultural Resource Element (ANCR) for your review. Still to come is the Transportation, Utilities and Community Facilities, Intergovernmental Cooperation, Implementation and Land Use. Approval of the county plan by the County Board is expected in April. After that, the county and SEWRPC staff will be working diligently with the communities to get all of the local plans completed. A proposed schedule is attached. Our CAC is planning to review transportation, utilities, and community facilities in early March; followed by intergovernmental and implementation in late March; and then land use in April. The land use element will essentially pull together all of the other six elements. The land use map will also be reviewed then. In May, the CAC would like to make a presentation to the Plan Commission and possibly the Common Council on the new comprehensive plan. The goal is then for the Plan Commission to take action at a subsequent meeting and later have the Common Council hold the required public hearing and take action in June. This is an aggressive schedule but one that the Plan Commission needs to discuss. As for the ANCR element before you, while you may want to read the entire element, I would ask that you focus your attention on the goals, objectives, policies, and plans. Also, if you have any questions or suggestions, please contact my office. **This is informational only.**

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

11. **ADJOURNMENT: MOVED BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER BECKER to adjourn the meeting at 7:15 p.m. Motion carried unanimously.**