

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, JUNE 19, 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, Sova, and Voigt. Also present were: City Planner Randy Tetzlaff and City Building Inspector Wiese. Absent and excused: Commissioner Haacke, Commissioner Becker, City Engineer Vanden Noven, and City Administrator Mark Grams.
2. **APPROVAL OF MINUTES OF MAY 15, 2008 AND MAY 29, 2008. MOTION BY COMMISSIONER SOVA AND SECONDED COMMISSIONER KELLEY to approve as presented. Motion carried unanimously.**
3. **PUBLIC APPEARANCES & COMMENTS:** There was none.
4. **INSTALLATION OF A CREMATION CHAMBER AND OUTDOOR STACK LOCATED AT 205 NORTH WISCONSIN STREET:** City Planner Randy Tetzlaff reviewed this item with the Commission members. He reminded the members that this item was tabled at the May meeting. Poole Funeral Home is proposing to add a cremation chamber inside the garage that is adjacent to the funeral home. The only thing visible will be a roof stack. This would be the first such unit in the City. The Poole family resides at this location. The primary reason for the tabling of this item was because of a lack of sufficient information. The applicant has now provided an abundance of information including a site plan, some exterior photos, photos of similar operations, product drawings, and licensing and emissions information. In addition, the applicant has provided a letter that includes further information. The proposed stack will be 20 feet in height, of which 18 feet will be visible because of the 2 foot parapet wall. The applicant is unsure whether to clad the stack; some members of the DRB felt that it may be unlikely to be able to match the lannon stone; therefore, a black stack may be more appropriate due to the trim colors of the building. The Design Review Board had no objections to the proposal including the Fire Chief. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER KELLEY to approve the cremation chamber and outdoor stack as presented. Motion carried unanimously.**
5. **INSTALLATION OF SOLAR PANELS ON A RESIDENTIAL HOME LOCATED AT 1324 SUMAC COURT:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that the reason why this item comes before the Plan Commission is because of Chapter 20.11.050 (6) states “solar devices, windmills, detached antennas, shall not be permitted unless approved by the Plan Commission.” The applicant is proposing to install new solar panels on his home. In addition, he plans to begin marketing solar panels as a future business, hence the need to discuss possible new standards for future installations. The proposed panels will be installed on the side and rear portions of his roof. They will not be visible from the street; however, they may be visible to users on the Ozaukee Interurban Trail which runs along the rear of the property. While all members of the DRB applaud alternative energy options, not all preferred to see panels attached to roofs from an aesthetic standpoint. In this particular instance the DRB had no objections. **MOTION BY MAYOR HUEBNER**

AND SECONDED BY COMMISSIONER VOIGT to approve the installation as presented. Motion carried unanimously.

- 6. NEW STANDARDS FOR SOLAR PANEL INSTALLATION:** City Planner Tetzlaff stated that now that solar panels have been brought to the Plan Commission, the Commission should design some standards for the installation of alternative energy options. Such as the excluding installation from the street side elevation; notifying neighbors of the proposed installation and possibly having the DRB work out an installation solution if the panels are found objectionable. Experts on alternative energy option could be invited to do a presentation to the DRB or Plan Commission in the future. **MOTION BY MAYOR HUEBNER SECONDED BY COMMISSIONER VOIGT to approve inviting experts in the field of alternative energy to a future Plan Commission meeting. Motion carried unanimously.**
- 7. GARAGE ENCLOSURE AND MINOR SITE REVISIONS LOCATED AT 101 EAST GRAND AVENUE:** City Planner Randy Tetzlaff reviewed this item. He stated that Fireworks Popcorn is proposing to move from their current location in the same building as Cousin's Subs to the building now occupied by a division of A. N. Ansay. If approved, the A. N. Ansay division would swap spaces with Fireworks Popcorn; the reason for this is because the Fireworks Popcorn business is growing and needs more space. The plans before you show enclosing the former drive-thru for a garage area and making minor changes to the on-site parking plan. To enclose the drive-thru, the same exterior materials (brick and wood siding) on the building would be used. A decorative paneled garage door will be installed. Eight parking stalls will be provided, including an accessible stall. The Design Review Board agreed that merely enclosing the drive-thru did not trigger a need to require additional landscaping, members did suggest that a tree be added on the northwest corner of the lot, which is currently bare. They also asked the applicant to consider removing a portion of the asphalt driveway and replacing it with grass. Mr. Mike Muller of Haag-Muller reviewed the changes with the Commissioners. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER VOIGT to approve the building and site plan as presented subject to adding a deciduous tree, adding a door to the enclosure, and adding potted plants to the enclosed driveway. The Building Inspector stated that the sign in front of the building is a non-conforming off premise sign and needs to be changed. MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER VOIGT to amend the original motion to keep the sign as is. Motion carried unanimously on the amended motion. Motion carried unanimously on the original motion.**
- 8. TEMPORARY RESIDENTIAL SALES OFFICE FOR CONOMINIUM DEVELOPMENT ALONG MISTY RIDGE LANE:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that condo sales have been slow; however, all of the six condos constructed to date are now sold. The applicant now requests permission to erect a temporary sales office on the corner of Misty Ridge lane and Blue Spruce Court for a period to not exceed one year. The sales office would be a higher quality trailer. In the past, the City has allowed sales trailers. Their intention is to use the trailers only until the construction of another condo unit is finished, which may take either 5 or 6 months to complete. A portable toilet would be used and placed on the side and behind the unit. In addition, the applicant is aware that an accessible ramp will be required. The Design Review Board suggested that the applicant consider what types of signs are desired to direct customers to the sales office. **MOTION BY COMMISSIONER SOVA AND SECONDED BY**

COMMISSIONER VOIGT to approve the temporary residential sales office trailer and sign for a period not to exceed 1 year at that location. Motion carried unanimously.

9. **REVISED BUILDING AND SITE PLANS FOR PHASE 1 MISTY RIDGE CONDOMINIUMS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the existing condos were priced too high for the market. In an effort to make them more competitive, the applicant is proposing to make the units slightly smaller by 100 SF and to modify both the interior layouts and exterior facades. The applicant reviewed his plans for the Commissioners. The Design Review Board agreed that pulling the units away from the overhead utility lines is a good idea. By doing so, it makes the concern for electro magnetic frequencies less and it helps with site drainage. There was discussion about trying to move some of the units around to allow for more space between them. There was concern for the rear elevation of building #9; which will be seen from the road. Several suggestions were made and the applicant agreed to review these with the architect. Also, some suggestions were made to add some additional masonry work around the entrances. The applicant revised the rear elevations as requested. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER SOVA to approve the revised building and site plans for Phase 1 Misty Ridge as presented. Motion carried unanimously.**
10. **FORTHCOMING EVENTS:** There was none.
11. **ADJOURNMENT: MOVED BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER KELLEY to adjourn the meeting at 7:08 p.m. Motion carried unanimously.**