

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, NOVEMBER 20, 2008**

1. **ROLL CALL:** Mayor Huebner called a duly convened meeting of the Plan Commission to order at 6:00 p.m. Members present were: Commissioners Sova, Haacke, Becker, and Voigt. Also present were: City Planner Randy Tetzlaff, City Building Inspection Dennis Wiese, City Engineer Rob Vanden Noven, and City Administrator Mark Grams. Absent and excused: Commissioner Kelley.
2. **APPROVAL OF MINUTES OF OCTOBER 16, 2008. OCTOBER 30, 2008 AND NOVEMBER 6, 2008. MOTION BY COMMISSIONER BECKER AND SECONDED COMMISSIONER VOIGT to approve as presented. Motion carried unanimously.**
3. **PUBLIC APPEARANCES AND COMMENTS: There was none.**
4. **PARKING LOT PLAN FOR FRIEDENS EVANGELICAL CHURCH LOCATED AT 503 NORTH HARRISON STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that Friedens Church had been looking for a future new site for the church. They have decided to remain at its current location. Additional parking is needed, so the church is coming forth with a plan to raze the house across the street to the north and construct a new parking lot. The church is located in the CCM, Central City Mixed District and the proposed lot is in the RM-1, One and Two-Family District. In either case, a church use is a conditional use. The parking lot as proposed makes optimum use of the land. There is a steep grade on the east side along North Harrison Street and a light grade on the south. Access to the new lot would be on the west side along North Milwaukee Street. The original plan as submitted; showed parking for 32 cars with a turn-around on the east side protected by a guard rail. The plan also showed an encroachment of 5 feet on the Milwaukee Street frontage along a buffer area on the north. Eight landscaped berms with landscape material were shown including one that was in the vision clearance triangle. After review, the City Engineer requested that room be provided for future sidewalk along North Milwaukee Street and West Van Buren Streets. That eliminates the encroachment and moves the parking area 10 feet back; the landscape berms would be moved too. Some of the berms are shown in the ROW along West Van Buren; we think this is acceptable similar to the situation at Flaherty's. In this case, there is a slope and wide parkway or terrace. The landscaping as shown exceeds the requirements of the ordinance. While many of the mature trees in the middle of the lot will be removed, several of the remaining trees will be preserved. **MOTION BY COMMISSIONER BECKER AND SECONDED BY COMMISSIONER VOIGT to approve the revised parking lot plan as submitted. Motion carried unanimously.**
5. **CONDITIONAL USE GRANT TO PERMIT A CHURCH PARKING LOT IN THE RM-1 ZONING DISTRICT:** City Planner Tetzlaff reviewed the Conditional Use Grant to permit a church parking lot in the RM-1 zoning district. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER HAACKE to approve the Conditional Use Grant to permit a church parking lot in the RM-1 zoning district as submitted. Motion carried unanimously.**

- 6. RENAME CARDINAL DRIVE TO HARRIS DRIVE:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that Cardinal Drive was originally named by PASCO when they came forth with the initial development plan for Woodridge. When Grafton State Bank and later Harris Bank became the prime retail tenants and only users of the Cardinal Drive address, some issues came-up regarding deliveries. When one searches for Cardinal Drive on the internet or with a navigation system, a Cardinal Road address in the Town of Grafton shows up. This issue was discussed with the owners of the retail center and owners of the lands to the north and all agreed that a name change was acceptable. Staff asked for suggestions and the name brought forth was Harris Drive. The name is acceptable to emergency service personnel. There is no other similar name in the area, including Grafton. Only Harris Bank is affected and they are willing to make all address changes within their organization. **MOTION BY COMMISSIONER BECKER AND COMMISSIONER VOIGT to approve the renaming of Cardinal Drive to Harris Drive as presented. Motion carried unanimously.**
- 7. RESOLUTION APPROVING THE COMPREHENSIVE PLAN 2035 (RESOLUTION):** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that a resolution approving the Comprehensive Plan 2035 is required by the Comprehensive Planning Law. The changes recommended at the work session on November 6th have been incorporated into the text and land use map. We have tentatively scheduled a public informational meeting or PIM for November 20th prior to the Plan Commission meeting. Unfortunately, staff from the County, SEWRPC, and UWEX now has conflicts with that date. We have now re-scheduled the PIM to December 2nd, prior to the Common Council meeting. Several communities are doing this; holding the PIM and public hearing on the same date. This will give us more time to promote the meeting. We need to get as many aldermen to this meeting to ask questions prior to the Council meeting. We are still scheduled to have the Common Council take action to approve the Plan on December 16th. In the meantime, the City is required to have hard copies of the Plan available at City Hall and at the Niederkorn Library. We are also required to distribute the final draft plan to the neighboring municipalities, the County, SEWRPC, the WI Department of Administration, MATC, and the local school district. We will do that distribution by CD. In addition, the Plan is available for viewing on the City's website. The Plan Commissioners reviewed the Executive Summary of the Plan. **MOTION BY MAYOR HUEBNER AND COMMISSIONER VOIGT to approve the resolution approving the Comprehensive Plan 2035 as presented. Motion carried unanimously**
- 8. REMAINING ISSUES REGARDING THE COMPREHENSIVE PLAN 2035:** City Planner Randy Tetzlaff stated that the Public Hearing for the Comprehensive Plan will be on Tuesday, December 2, 2008 at 6:30 p.m. before the Common Council meeting. The Common Council will review and approve the Comprehensive Plan 2035 on Tuesday, December 16, 2008 at 7:30 p.m. This is informational only.
- 9. PUBLIC APPEARANCES AND COMMENTS:** There was none.
- 10. FORTHCOMING EVENTS:** There was none.
- 11. ADJOURNMENT: MOVED BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER BECKER to adjourn the meeting at 6:18 p.m. Motion carried unanimously.**