

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, DECEMBER 17, 2009**

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 Rob Vanden Noven, Kelley, Voigt, Becker, Mlada, and Sova. Also present were: City Planner Randy Tetzlaff and City Administrator Mark Grams.
2. **APPROVAL OF MINUTES OF NOVEMBER 19, 2009. MOTION BY COMMISSIONER BECKER AND SECONDED COMMISSIONER SOVA to approve the minutes as presented. Motion carried unanimously.**
3. **PUBLIS APPEARANCES AND COMMENTS:** There was none.
4. **NEW FOUNTAIN FEATURE AT POSSIBILITY PLAYGROUND IN UPPER LAKE PARK:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the folks that brought us Possibility Playground are now proposing a new water fountain feature to be located between the playground and the new restroom building. The site plan will include 3 sculpture fountains within a garden-like setting surrounded by stone retaining walls. The fountains are misting fountains whose purpose is to provide the children with sensory feel of texture and sound. This feature was planned as a future addition and the necessary underground is already in place. The fountains will use only minimal water (1.5 GPM) and plans are to include wind monitors which will have automatic shut-offs when wind speed increases. The fountains will be in operation during certain hours or may be triggered by a switch that could be activated by a child. The design will be ADA certified and is meant to be a low maintenance facility. Our park and recreation director was in attendance at the Design Review Board meeting and expressed no concerns. The Board also expressed its preference to the use a real stone and not stamped concrete. The Park and Recreation Board approve the fountain as submitted according to Commissioner Voigt. The Design Review Board and staff recommend approval as submitted. Ms. Mardy McGarry and Ms. Marina Lee presented the design and other features of the fountain. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER KELLEY to approve the new fountain feature as submitted for Possibility Playground. Motion carried unanimously.**
5. **PRELIMINARY PLAT FOR THE TERRACES AT MINERAL SPRINGS:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that last month the Plan Commission reviewed and approved a concept plan for a new single family development to be called the Terraces at Mineral Springs. The development would consist of 9 narrow but deep lots; one of the lots includes an existing home; and 3 larger lots. The 9 lots would become a "green" development where zero energy homes would be built. The 3 lots would be more and have a more traditional type homes. The proposed preliminary plat is consistent with the approved concept plan. The plat is also consistent with our subdivision ordinance. The plat notes that the existing zoning for the southern portion is I-1; Existing Industrial with a small sliver being AG, Agricultural; and the northern portion is all PUL, Public and Utility Land. Both parcels will need to be rezoned to RM-1, Single and Two Family Residence District; with the former also having a planned development overly. Staff recommends approval. Mr. Mike

Speas and Mr. John Sigwart were present to answer any questions that the Plan Commissioners might have. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER BECKER to approve the preliminary plat for the Terraces at Mineral Springs as presented. Motion carried unanimously.**

6. **DEVELOPMENT GUIDELINES FOR THE TERRACES AT MINERAL SPRINGS:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that was present to review the development guidelines for the Plan Commissioners. It is intended that these guidelines will be approved or referenced in the planned development overlay zoning for this project. In most cases, the standards are more stringent than the RM-1 zoning standards, the City's one and two family residential building standards, or our general zoning regulations. In a few cases, they are less as in the case of permitting hared driveways or allowing homes to be less than 26 feet in width. The Design Review Board suggested that once approved, they would become restrictive covenants placed against the lots. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER VANDEN NOVEN to approve the Development Guidelines for the Terraces at Mineral Springs as presented. Motion carried unanimously.**
7. **REVISION OF SECTION 20.24.030 OF THE ZONING CODE PERTAINING TO DRIVEWAYS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the Plan Commissioners should review this item and make comments or corrections. Commissioners reviewed this item and made some changes. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER KELLEY to approve the revisions of Section 20.24.030 of the Zoning Code Pertaining to Driveways subject to the changes made by the Plan Commission and review by the City Attorney. Motion carried unanimously.**
8. **SIGN CODE REVISION FOR BUSINESSES ALONG WEST GRAND AVENUE AND OTHER COMMERCIAL AREAS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that last month the Commissioners requested that new standards be drafted for signs along West Grand Avenue. In addition, one commissioner also felt that the monument sign in front of the title company is too large. It is difficult to apply new specific standards to a geographic area; rather, it needs to be done by zoning district. Therefore, the new standards suggested apply to all signs in the CCM, Central City Mixed and B-4, Central Business Districts. Looking at the existing signs and reviewing some ordinances in some other communities, the following are suggested CCM sign standards: 1) Height: 6 to 8 feet; 2) Size: 32 square feet; 3) Landscaping required at base; 4) No pylon or single pole mount signs permitted; 5) Sign may not be located in or extend over the property line; and 6) Sign may not be located in a vision clearance triangle. These standards would make all of the sign conforming except for the auto store, the Methodist Church activity center and the gasoline station. Suggested sign standards for the B-4 district: 1) Height: 8 feet; 2) Size: 32 square feet; 3) Monument sign required; 4) Landscaping required at the base; 5) Sign may not be located in or extend over the property line; and 6) Sign may not be located in a vision clearance triangle. As an example, this would allow for a maximum-sized sign that has a 2 foot high base surrounded with landscaping; it would be topped by a maximum 6 x 6 foot wide sign. This would be approximately one-half the mass of the title company sign. In all cases, future signs that exceed these standards could be granted a special exception. The Plan Commissions reviewed these new standards and also suggested adding information on lighting. Signs with lights should be lit from within and signs that are lit from the outside should not be

shining into the street or over the lot line. A lighting standard should be added. This item will be brought back for review.

- 9. MAKING OUR LOCAL ORDINANCES CONSISTENT WITH THE COMPREHENSIVE PLAN 2035:** City Planner Randy Tetzlaff review this item with the Plan Commissioners. He stated that beginning on January 1, 2010, local governments in Wisconsin need to use their comprehensive plan as a guide to be sure that implementation of local zoning and subdivision ordinances do not conflict with the recommendations of the comprehensive plan. If a conflict is found or would result from a proposed action, the local government has the option of amending its comprehensive plan; however, plan amendments should follow the guidelines presented in the Implementation Element and not be made arbitrarily. Many communities have not yet begun to address this “consistency” requirement, either because they have had enough items to deal with, or, they are still recovering from the multi-year endeavor to approve the 2035 Plan. In the interim, until the time that their ordinances are made “consistent,” communities must be prepared when reviewing development plans or projects, consider the Comprehensive Plan recommendations, or, face possible litigation. During the past couple of years in addition to reviewing the work of the Citizen Advisory Committee, we spent time revising several parts of the zoning ordinance. Beginning next month, we need to spend time further revising out ordinances and zoning map. In particular, as recommended in the Implementation Element, we need to first create a “transition overlay” district and then begin to apply that overlay to various portions of the City where the zoning map and comprehensive plan are different. We also need to apply conservation district overlays to all areas delineated as primary environmental corridors or other natural resource areas. This is for discussion only. Next month, we will consider creation of the transition overlay district and discuss the areas where we will apply conservation district overlays.
- 10. PUBLIC APPEARANCES & COMMENTS:** There was none.
- 11. FORTHCOMING EVENTS:** It was mentioned that the Ice Rink in Veteran’s Park will be opening on Monday, December 21, 2009.
- 12. ADJOURNMENT: MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER VOIGT to adjourn the meeting at 7:35 p.m. Motion carried unanimously.**