

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, OCTOBER 15, 2009**

1. **ROLL CALL:** Mayor Huebner called a duly convened meeting of the Plan Commission to order at 6:30 p.m. Members present were: Commissioners Sova, Kelley, Becker, and Voigt. Also present were: City Planner Randy Tetzlaff, City Engineer Rob Vanden Noven, and City Administrator Mark Grams. Absent and excused: Commissioner Mlada.
2. **APPROVAL OF MINUTES OF SEPTEMBER 17, 2009. MOTION BY COMMISSIONER SOVA AND SECONDED COMMISSIONER VOIGT to approve the minutes as presented. Motion carried unanimously.**
3. **PUBLIC APPEARANCE & COMMENTS:** There was none.
4. **EXTERIOR RENOVATION ON A HISTORIC HOME LOCATED AT 232 WEST JACKSON STREET:** City Planner Tetzlaff reviewed this item with the Plan. He stated that the regularly scheduled Design Review Board meeting had no items scheduled so the meeting was cancelled. Later that day, he spoke with our new building inspection who realized that design review of historic residential homes identified in the Intensive Survey Report was required. We then verified that the homeowner wanted to proceed with construction work this fall and so we made attempts to reschedule the meeting. Unfortunately, a meeting cannot be hold until October 14. This will be our first such design review under the new ordinance. Staff does not expect any problems because the designer is one of our Design Review Board members. The home in question is the former Jacob Schumacher House built in 1891 and is described in the Report as “the most elaborately detailed cream city brick Queen Anne Style houses in Port Washington.” Mr. Schumacher was a monument maker and stone cutter. His commercial building was located at 302 North Franklin Street and is the Art Deco style building (formerly Channeling Stocks). Ms. Brenda Fritsch represented Mr. and Mrs. Tom DeMerit of 232 West Jackson Street. She explained the exterior and interior renovations. The Design Review Board recommended approval of these renovations. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER BECKER to approve the exterior renovations to 232 West Jackson Street as presented. Motion carried unanimously.**
5. **REVISE SECTION 20.24.030 OF THE ZONING CODE PERTAINING TO DRIVEWAYS:** City Planner Tetzlaff reviewed this item. He stated that according to the discussion from last month’s meeting, there was a consensus on the following regarding a final revision to the driveway ordinance: 1) Blend together the front end of the September 2005 and the back end of the May 2006 ordinances.; 2) Clarify or revise the definition of “paving” so that it allows for alternative hard services for parking areas on the side or rear of a home; 3) Verify whether a provision can be added to prohibit a vehicle from extending over a driveway or parking space; 4) Allow driveway and parking spaces to be replaced if the same footprint or less is used; 5) Add language allowing parking spaces in the setback if there is no garage or carport; and 6) Allow for special exceptions to be granted. Both the 2005 and 2006 ordinances included a definition of “paving.” Both the City Planner and our current inspector agree that it

allows enough flexibility to allow for alternative surfaces as long as they are hard and dust free; we can allow anything other than grass, dirt, or gravel. Traffic bond may be acceptable. Regarding the prohibition of not extending over a driveway, that is difficult to do. The sidewalk or right-of-way is public property and extending over it can be enforced by the police. The other as long as the vehicle is parked on premise; the tires are on a paved surface; and the vehicle does not extend over the side property line can not be legally enforced. The other items have been added in bold type; don't get too worried about the specific language because the City Attorney Eric Eberhardt shall wordsmith the final version. Commissioners reviewed and discussed the changes to this ordinance. This item will be brought back to the next Plan Commission meeting.

6. **REVISE SECTION 20.30.050 OF THE ZONING CODE PERTAINING TO THE DESIGN REVIEW BOARD:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that with the retirement of our full-time building inspector and his replacement with a part-time building inspector, we need to replace that position on the Design Review Board (DRB). Our current inspector has neither the time nor the interest to serve on the Board and the DRB members have discussed the replacement and are of the opinion that the position should be filled by another resident with design, development, or construction experience. In addition, one of the two technical advisors serving on behalf of the Port Washington Historical Society has taken a new job and has moved to California. As such, we need a replacement for that position as well. One other issue that comes into play is that our Main Street Design Committee would also like to have input into the design review process for façade projects within the Main Street district. Our local Main Street program is required to have design guidelines and to approve building modifications. The historical society is also an active on the Design Committee. It makes sense to fill the vacant technical advisor position with a Main Street representative, who will also have the best interests of historic preservation in mind. The Design Review Board recommends to approve replacing the building inspector with a 3rd citizen representative with design, development, or construction experience; revising the language for chairing a meeting; and filling the vacant technical advisor position with a representative of the Main Street program. **MOTION BY COMMISSIONER KELLEY AND SECONDED BY COMMISSIONER BECKER to approve replacing the building inspector with a 3rd citizen representative with design, development, or construction experience; revising the language for chairing a meeting; and filling the vacant technical advisor position with a representative of the Main Street program as presented. Motion carried unanimously.**
7. **TAX INCREMENT DISTRICT UPDATE:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that we had planned to be further along with the TID project plan. The district boundary, the proposed projects and their respective costs have been identified. However, both City Administrator Mark Grams and I wanted to slow down the process a month or two because we want to verify next year's property values. The worst thing the City could do is to approve the TID and then find that the values drop; once we approve, we are locked-in to a base value for the life of the TID. We have discussed this with our consultant and they agree with our concern. It really does not matter if the TID is approved next month or next April, the actual start of the district is effective January 1, 2010. What is important is that if we delay the approval we stay on task with our commitment to create the district next year. Commissioners discussed the list of proposed projects and their estimated costs.
8. **PUBLIC APPEARANCES AND COMMENTS:** There was none.

9. **FORTHCOMING EVENTS:** Commissioners wanted to wish everyone a Happy Halloween.
10. **ADJOURNMENT: MOVED BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER BECKER to adjourn the meeting at 7:24 p.m. Motion carried unanimously.**