

**CITY OF PORT WASHINGTON  
PLAN COMMISSION  
MINUTES  
THURSDAY, July 20, 2010**

1. **ROLL CALL:** Mayor Huebner called a duly convened meeting of the Plan Commission to order at 5:30 p.m. Members present were: Commissioners Sova, Kelley, Mlada (arriving at 5:35 p.m.), and Becker. Also present were: City Planner Randy Tetzlaff and City Administrator Mark Grams. Absent and Excused: Commissioners Vanden Noven and Voigt.
2. **APPROVAL OF MINUTES OF JUNE 24, 2010 AND JUNE 28, 2010. MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER KELLEY to approve the minutes as presented. Motion carried unanimously.**
3. **PUBLIC APPEARANCE & COMMENTS:** There was none.
4. **SITE PLAN FOR CANS-TO-GO, (FORMER SIKA PROPERTY) ON OAKLAND AVENUE:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that previously, the applicant appeared before the Plan Commission and received concept approval to develop a parcel on Bywater and Sunset for their portable toilet business. The applicant never felt comfortable with that site. Manufacturing was a better use for that site and his Cans-to-Go business does not require a prime location. He has spent several months trying to locate a less prime location and now has acquired the former SIKA property along Oakland Avenue. This property was on the market for an extended time and has not been used for several years. It is an unusual shaped parcel bordered by the Union Pacific Railroad on the west; an abandoned rail spur on the east; Schmitz Ready Mix and Port Recycling on the South. The property never had frontage on Oakland Avenue; access has always been across the rail spur property. This is clearly a better location for this type of business. Our office worked with the applicant in his efforts to acquire the property. We confirmed with the Union Pacific (UP) that access is in fact across their rail spur; their only concern is that the driveway must remain as far to the east of the rail line itself. Much of the area which is graveled is actually UP property. The plan is to have a small parking lot on the northeast side of the building and with the back used to store the portable units. That location works well due to the nature of the adjoining businesses. The applicant has plans to paint the building as well as clean up the site. Mr. Joe Taylor reviewed his plans with the Commissioners. Staff recommends approval subject to the removal of the gravel areas not needed for driveway and parking; and seeding with grass or other landscape materials. **MOTION BY COMMISSIONER BECKER AND SECONDED BY COMMISSIONER KELLEY to approve the site plan as presented subject to the removal of the gravel areas not needed for driveway and parking; and seeding with grass or other landscape materials. Motion carried unanimously.**
5. **SOLAR PANEL INSTALLATION ON THE FIRST CONGREGATIONAL CHURCH LOCATED AT 131 NORTH WEBSTER STREET:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that the Zoning Code requires the Plan Commission to approve solar panel installation. State law however, also prevents local units of government from prohibiting their installation; however, they maybe reviewed as part of aesthetic standards. The orientation of the church makes this an optimum location for using

solar panels. Through past agreement with the City, the land to the south all the way to Grand Avenue is now church property; that area will be developed into a park/open space area. The proposed panels are similar to those installed on the Habitat for Humanity units on North Park Street; they are flat and lay right against the roof. The same contractor who was involved in that project will oversee this installation. The existing roof needs to be replaced prior to the installation and that work has begun. In order to complete the installation, the small fake dormers over the 2 doorways will need to be removed. Rev. Suddendorf and Ms. Cathy Jones reviewed the plans for the solar panel installation. Staff recommends approval. Commissioners thought it was a great project. **MOTION BY COMMISSIONER KELLEY AND SECONDED BY COMMISSIONER SOVA to approve the installation of Solar Panels on the First Congregational Church as presented. Motion carried unanimously.**

6. **SPECIAL EXCEPTION FOR A NEW DRIVEWAY LOCATED AT 240 EAST JAMES DRIVE:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that we recently revised the Zoning Code to permit the Plan Commission to grant special exceptions for driveways. Most recent, we granted a special exception for a homeowner in the Misty Ridge Development. The code as written requires the driveway to connect the garage to the street and may not exceed the width of the garage. A parking space may be provided, however, it may not be in the setback area. A parking space may be constructed on the side of the garage. There are 2 plans before you; Plan A is what the applicant is requesting and Plan B which is what the code requires. Plan B is not acceptable to the adjoining neighbor who has so indicated on the plan. The applicant has taken several photos of homes in the neighborhood. Many of the driveways in the area are similar or exactly the same as to what is being requested. Those driveways either installed prior to the code being amended, or, done without a proper permit. Since the property has one a one-stall garage, parking space is limited. You will note that the applicant is only requesting only a 7 foot width extension; he could go wider. Staff recommends approval. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER BECKER to grant a special exception (Plan A) as presented. Motion Carried unanimously.**
7. **ANNEXATION OF LAND IN THE TOWN OF PORT WASHINGTON LOCATED AT 2795-2797 CTH C, OWNER, ALBERT WEIFER:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the owners of the property immediately south of the new Mineral Springs Terrace development are requesting annexation into the City. The City is in the process of reconstructing South Division Street and municipal sewer will be made available to this property. The current use of the property is a duplex. The Common Council has referred this matter to the Plan Commission for their advice. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER BECKER to recommend to the Common Council to approve the annexation of this property in the Town of Port Washington located at 2795-2797 CTH C as presented. Motion carried unanimously.**
8. **PUBLIC APPEARANCES AND COMMENTS:** There was none.
9. **FORTHCOMING EVENTS:** Commissioner Becker informed the group that Lions' Fest was this weekend.
10. **ADJOURNMENT: MOVED BY COMMISSIONER BECKER AND SECONDED BY COMMISSIONER SOVA to adjourn the meeting at 7:45 p.m. Motion carried unanimously.**