

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

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 Vanden Noven, Sova, Kelley, Mlada, Voigt and Becker. Also present were: City Planner Randy Tetzlaff and City Administrator Mark Grams.
2. **APPROVAL OF MINUTES OF APRIL 15, 2010. MOTION BY COMMISSIONER SOVA AND SECONDED COMMISSIONER KELLEY to approve the minutes as presented. Motion carried unanimously.**
3. **PUBLIC APPEARANCE & COMMENTS:** There was none.
4. **BUILDING AND SITE PLAN FOR 123 NORTH PARK STREET (FORMER BECKER OIL):** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that the applicant plans on purchasing the Former Becker Oil building on North Park Street. His business will consist of repairing lawn mowers and snow blower similar to the old Four Seasons Company that was located on North Moore Road. The applicant reviewed the changes to the building, parking lot and signage. Commissioners discussed the landscaping and the parking lot. The applicant stated that there would be signage on the building and possibly a monument sign at a later date. He also stated that he would not have a dumpster on site. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER VANDEN NOVEN to approve the building and site plan with staff reviewing the landscape plan, the signage and the parking lot. Motion carried unanimously.**
5. **NEW CONCESSION STRUCTURE FOR THE PORT SOCCER CLUB, LOCATED ON THE CORNER OF SOUTH SPRING STREET AND SUNSET ROAD:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that the Soccer Club is proposing to construct a concession stand at the soccer field located on the Ozaukee County grounds next to the Justice Center. The building's location would be on the southwest of the off-street parking area. There would be an overhead door on the north elevation and future concession window on the west side. Hardi-plank would be used for siding and asphalt shingles on the roof. Ozaukee County needs to give formal approval for the building to be erected but has indicated support for it. There was discussion at the DRB regarding the blank wall (east side) facing South Spring Street. A suggestion was made that a sign saying "Port Washington Soccer Club" would be suitable. It was also suggested that a concrete slab or surface be provided around the base of the building. There was also concern expressed by the City Engineer that since this is a graveled lot, there is some runoff from the lot, onto the driveway, and thence onto the sidewalk and street. The Soccer Club has no money to pave the lot and the County will not pave it. This matter needs to be resolved between the City, the County, and the Soccer Club. The DRB recommended approval subject to the resolution of the erosion or run-off problem. Mr. Michael Ehrlich and Mr. Chuck Lanser reviewed the plan for this new structure. The Commissioners discussed this item. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER BECKER to approve the new**

**concession structure as presented. The City, County and Soccer Club should work together to resolve the run-off issue. Motion carried unanimously.**

- 6. SPECIAL EXCEPTION TO REDUCE SETBACK FOR A MONUMENT SIGN FOR PIZZA HUT AT 1021 NORTH WISCONSIN STREET:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that Pizza Hut is proposing to replace its existing or pylon sign with a new monument sign. The sign originally proposed at the DRB meeting met the height and size requirements but not the required 10 foot setback. The applicant really wants to utilize the existing footing but that would place the sign as close as 3 feet off the property line. A special exception is being requested. In addition, the sign as proposed was too drab and black in color. The applicant tried some alternative locations; that being on the north and south corners of the building and setback 10 feet. Unfortunately, by doing this, the sign is not visible from one direction or the other. The DRB members noted that the building and original sign were erected under a different zoning code. They felt the location in front of the building as proposed was the most logical and appropriate location. However, to be so located meant some changes to the sign. To reduce the mass, they suggested lowering the sign by 2 feet; and to reduce the drab, black color, they recommended that the base be a brick facing that matches or complements the building. The sign company representative in attendance concurred. The DRB recommended the granting of a special exception to allow the monument sign to be placed closer than 10 feet subject to reducing the base height by 2 feet and providing a brick masonry base. The representative from the sign company reviewed the new sign with the Commissioners. The Commissioners discussed this item. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER VOIGT to approve the sign as presented with the DRB recommendation of granting a special exception to allow the monument sign to be placed closer than 10 feet subject to reducing the base height by 2 feet and providing a brick masonry base. Motion Carried unanimously.**
- 7. SPECIAL EXCEPTION TO EXCEED THE SIZE REQUIREMENTS FOR AN ACCESSORY STRUCTURE (BACKYARD SHED) AT 225 EAST DOUGLAS STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the applicant, Mr. and Mrs. Franklin Plier, proposes to remove an existing oversized shed (192 SF) and replace it with a new oversized shed. The new shed will be 252 SF in size; the code allows a maximum size of 150 SF. In order to do this, the applicant must first obtain a special exception. The location of the shed (current and proposed) is set back far in the lot and is shielded by trees. The applicant is proposing to clad the shed with cedar siding and add an overhead door. Unlike the existing shed, the new one will have a concrete foundation. The DRB members while noting the large size of the shed felt that because the lot is large and secluded, the shed will not have any negative impact on the neighborhood. The DRB recommended the granting of a special exception to allow the construction of an oversized shed or accessory structure. Mr. and Mrs. Plier appeared before the Commissioners to review their plans and answer any questions that the Commissioners might have. Mr. Plier had two letters from his neighbors stating that they were in favor of the new shed. Commissioners reviewed this item and agreed that the lot is very secluded. The applicant also stated that no driveway can be attached to this shed. **MOTION BY COMMISSIONER KELLEY AND SECONDED BY COMMISSIONER BECKER approve a special exception for a new oversized shed at 225 East Douglas Street subject to no driveway being connected to this shed. Motion carried unanimously.**

- 8. SITE PLAN FOR AN OUTDOOR PATIO AREA FOR GOPHER ONE AT 605 WEST GRAND AVENUE:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that the owner of Gopher One desires to create an outdoor area for smokers. The area chosen is on the west side of the building in the parking lot. The plan submitted and reviewed by the DRB was inadequate. The members agreed that the area shown was too small, that if approved, the parking lot should be modified to bring it more into compliance with current ordinances. It was agreed that City Staff would draft a new design that would incorporate the parking setbacks and some landscaping. A plan was drafted and provided to the owner. The owner of Gopher One was present at the meeting. She stated that the area would be approximately 7 feet by 24 feet. An area of about 10 feet next to the public sidewalk would be a grass area, separating the public sidewalk from the parking lot area. This area will be subject to the Landscape points. The patio area will be fenced in with some type of material. She will be serving food and drinks on the patio area. Commissioners discussed this item. A Condition Use Grant will be needed for the outdoor patio. **MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER KELLEY to approve the site plan for an outdoor seating area at 605 West Grand Avenue subject to the grass and bushes being installed within one year of the patio being built. Motion carried unanimously.**
- 9. DOWNTOWN TAX INCREMENT DISTRICT-SCHEDULE UPDATE:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that they had hoped for the Plan Commission to take action to approve the project plan at this month's meeting. However, in trying to address the financial concerns, we did not meet some of our targeted items such as sending letters to the property owners within the proposed district; getting the public hearing notice published; and establishing membership on the Joint Review Board. The financial concerns have been addressed with the most recent financial model. However, next the Joint Review Board members need to be assigned; the Mayor will appoint a City representative at the June 1<sup>st</sup> Council meeting. The other taxing bodies (Ozaukee County, MATC, and the PWSSD) will also need to do the same. The Joint Review Board is required to meet once prior to the Plan Commission's adoption of the project plan and public hearing; to be held on the same date. City Planner Tetzlaff reviewed the new schedule of events leading up to the creation of the district. Note that there are now two different scenarios; one in which the Plan Commission adopts on June 17<sup>th</sup> (our regularly scheduled meeting date) or June 24<sup>th</sup>. The latter date gives the Joint Review Board more flexibility in scheduling their first meeting. The meeting on either date does not negatively impact the time for creating the district. The latest date for the Common Council to approve the Creation Resolution is the second meeting in September (the 21<sup>st</sup>). There was agreement for the Plan Commission to meet on the latter date (June 24).
- 10. PUBLIC APPEARANCES AND COMMENTS:** There was none.
- 11. FORTHCOMING EVENTS:** The next Plan Commission meeting will be held on June 24.
- 12. ADJOURNMENT:** **MOVED BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER VOIGT to adjourn the meeting at 7:10 p.m. Motion carried unanimously.**