

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, AUGUST 18, 2011**

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 Becker, Sova, Mlada (arriving at 6:37 p.m.), Rob Vanden Noven, and Kelley. Also present were: City Planner Randy Tetzlaff and City Administrator Mark Grams. Absent and excused was Commissioner Voigt.

2. **APPROVAL OF MINUTES OF JULY 21, 2011 MEETING. MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER KELLEY to approve the minutes as presented. Motion carried unanimously.**

3. **PUBLIC APPEARANCE & COMMENTS:** There were none.

4. **SPECIAL EXCEPTION FOR A DRIVEWAY EXPANSION LOCATED AT 509 SUMMIT DRIVE:** City Planner Tetzlaff reviewed this item. He stated that the applicant desires to widen his existing driveway. City ordinance allows the driveway to be no wider than 2 feet on either side of the garage door. The request is to widen the driveway at the sidewalk to 3' 6"; then flare out to a maximum of 6 feet; and then flare back to 3' 6" near the garage. At its widest point, the new driveway will still be 15 feet from the lot line; ordinance requires 3 feet. Also, the request is far less than the width of a 3rd parking stall; something that the ordinance attempts to discourage. Staff recommends approval of the special exception to allow the expansion of the driveway as proposed. Mr. Dave Larson reviewed his plan with the Commissioners. **MOTION BY COMMISSIONER BECKER AND SECONDED BY COMMISSIONER KELLEY to approve the special exception for the expansion of the driveway located at 509 Summit Drive as presented. Motion carried unanimously.**

5. **SPECIAL EXCEPTION FOR A NEW SIGN AT 403 WEST FOSTER STREET FOR THE SENIOR CENTER:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that the new Senior Center needs a sign to identify its new facility on West Foster Street. A local scout, Mark Ansay, has agreed to take-on the facilitating and locating of the sign as an Eagle Scout project. The sign would be fabricated by a professional sign company. The new sign will be both an identification sign and a message board. It will be designed and built to meet the existing City ordinance. However, due to location factors, a special exception is needed because the required 10 foot setback is not possible. Although the senior center building is set back almost 25 feet from the curb, the actual lot line is only 10 feet from the building. Within the ROW there is a raised planter that impedes the placement of the sign on the corner of the building. Mr. Mark Ansay reviewed several options for placement of the sign including placement on the building. Those options are not feasible. The best option is to place the new sign in the southern edge of the raised planter; essentially being located on the lot line. If placed there, the sign would have landscaping at its base, furthering the requirements in the sign ordinance. Mr. Mark Ansay is proceeding with this project. Mr. Ansay presented his plan to the Commissioners for review. Also in attendance, was the Senior Center Director Catherine Kiener. Staff recommends approval of a special exception to erect a new sign with a zero setback as presented. **MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER KELLEY to approve the special exception for the new Senior Center sign that will be located in the planter with a zero setback as presented. Motion carried unanimously.**

- 6. BUILDING AND SITE PLAN APPROVAL TO ADD THREE NEW ANTENNAS ON THE COMMUNICATION TOWER LOCATED AT 412 NORTH WISCONSIN STREET:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that the applicant is requesting to add three additional cellular phone antennas and a new fiber line to the communication tower on North Wisconsin Street. In the past, if a cellular provider proposed to replace existing antennas, no City action was required. If however, new equipment or structures were proposed, then a business, site, and operational plan was required. This tower already contains several antennas and a major concern of the City is whether the tower can hold any additional ones. A structural analysis has been completed by a professional consultant and verifies that the proposed antennas will not impact the towers. For a visual observer, the addition of the antennas will not be noticeable. A representative of U S Cellular was present to answer any questions the Commissioners might have. Staff recommends approving the building and site plan as submitted. **MOTION BY COMMISSION SOVA AND SECONDED BY MAYOR HUEBNER to approve the building and site plan for three new antennas on the communication tower located at 412 North Wisconsin Street as presented. Motion carried unanimously.**
- 7. BUILDING AND SITE PLAN APPROVAL TO ADD THREE NEW ANTENNAS ON THE WESTSIDE WATER TOWER LOCATED ON HWY. 33:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that the applicant is requesting to add three additional cellular phone antennas and a new fiber line to the Westside Water Tower located off of Hwy. 33. In the past, if a cellular provider proposed to replace existing antennas, no City action was required. If however, new equipment or structures were proposed, then a business, site, and operational plan was required. This Water Tower already contains several antennas and a major concern of the City is whether the Water Tower can hold any additional ones. A structural analysis has been completed by a professional consultant and verifies that the proposed antennas will not impact the Water Towers. For a visual observer, the addition of the antennas will not be noticeable. Staff recommends approving the building and site plan as submitted. **MOTION BY COMMISSION BECKER AND SECONDED BY COMMISSIONER KELLEY to approve the building and site plan for three new antennas on the Westside Water Tower located off on Hwy. 33 as presented. Motion carried unanimously.**
- 8. PUBLIC APPEARANCES AND COMMENTS:** There were none.
- 9. FORTHCOMING EVENTS:** Commissioners stated that everyone should enjoy Maritime Heritage Festival this weekend. Mayor Huebner acknowledged that Boy Scout Jack Huebner and Boy Scout Mark Ansay were present tonight for the Government Citizenship Badges.
- 10. ADJOURNMENT: MOTION BY COMMISSIONER VANDEN NOVEN AND SECONDED BY COMMISSIONER BECKER to adjourn the meeting at 6:41 p.m. Motion carried unanimously.**