

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, MARCH 27, 2012**

1. **ROLL CALL:** Mayor Huebner called a duly convened meeting of the Plan Commission to order at 5:03 p.m. Members present were: Commissioners Becker, Mlada, Sova, Voigt, and Kelley. Also present were: City Planner Randy Tetzlaff, City Engineer Rob Vanden Noven, and City Administrator Mark Grams.
2. **APPROVAL OF MINUTES OF FEBRUARY 16, 2012 MEETING. MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER VOIGT to approve the minutes as presented. Motion carried unanimously.**
3. **PUBLIC APPEARANCE & COMMENTS:** There were done.
4. **CERTIFIED SURVEY MAP FOR OUTLOT 2 IN MISTY RIDGE:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that the applicant proposed the reuse of these outlots from condominiums to large single family lots which was discussed and endorsed at the last Plan Commission meeting. The Plan Commission was not favorable to the idea of allowing larger accessory buildings on these new lots. The applicant is now proposing 4 large lots on each of the two outlots; the lot line changes discussed last month have been included. The new lot numbers are now consistent with the existing single family lot numbers. Also, because of there was no support for the larger accessory buildings, there is no need for a PUD, therefore, base zoning of RS-3 is being requested. Both certified survey maps as submitted conform to both our Subdivision Ordinance and Chapter 236. RS-3 zoning is consistent with the zoning of the remaining Misty Ridge development. Staff recommends approval of the CSM for Outlot 2. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER VOIGT to approve the CSM as submitted. Motion carried unanimously.**
5. **CERTIFIED SURVEY MAP FOR OUTLOT 3 IN MISTY RIDGE:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. Staff recommends approval for the CSM for Outlot 3. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER SOVA to approve the CSM for Outlot 3 as submitted. Motion carried unanimously.**
6. **REZONE OUTLOT 2 IN MISTY RIDGE FROM RM-2 MULTIPLE FAMILY TO RS-3 SINGLE FAMILY DETACHED:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. Staff recommends approval of the rezoning for Outlot 2 in Misty Ridge from RM-2 Multiple Family to RS-3 Single Family Detached. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER KELLEY to approve the rezoning of the Outlot 2 in Misty Ridge from RM-2 Multiple Family to RS-3 Single Family Detached as presented. Motion carried unanimously.**
7. **REZONE OUTLOT 3 IN MISTY RIDGE FROM RM-2 MULTIPLE FAMILY TO RS-3 SINGLE FAMILY DETACHED:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. Staff recommends approval of the rezoning for Outlot 3 in Misty Ridge from RM-2 Multiple Family to RS-3 Single Family Detached. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER BECKER to approve the rezoning of the Outlot 3 in Misty Ridge from RM-2 Multiple Family to RS-3 Single Family Detached as presented. Motion carried unanimously.**

- 8. CERTIFIED SURVEY MAP FOR PROPERTY LOCATED ON THE SOUTHEAST CORNER OF SUNSET ROAD AND BYWATER DRIVE:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that this property was once owned by Bolens and not by PW Investments. Since being platted over 30 years ago, the land has been sub-divided a number of times. This particular parcel of land is being divided into two (2) lots. To the east of the new Lot 7 is the building most recently occupied by Serigraph and is not occupied by KMC. Our Industrial Park District requires a minimum lot size of 45,000 SF and 150 feet of frontage; Lot 7 meets those minimum standards. The CSM conforms to both our Subdivision Ordinance and Chapter 236. Staff recommends approval. **MOTION BY COMMISSIONER KELLEY AND SECONDED BY COMMISSIONER SOVA to approve the CSM for property located on the southeast corner of Sunset Road and Bywater Drive as presented. Motion carried unanimously.**
- 9. BUILDING ADDITION FOR KMC STAMPINGS LOCATED AT 1150 MINERAL SPRING DRIVE:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that both additions are being done by the same contractor who is the applicant. The first is 1,600 SF unheated truck bay that will be added to the west side of the former Serigraph building, now occupied by KMC. The same metal siding that is on the main building will be used. The Design Review Board found both additions to be compatible with the primary buildings. The contractor/applicant has done several other projects in the community and all have turned out well. Staff recommends approving the proposed addition on Mineral Springs Road. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER BECKER to approve the building addition for KMC on Mineral Springs Road as presented. Motion carried unanimously.**
- 10. BUILDING ADDITION FOR KMC STAMPING LOCATED AT 1221 SOUTH PARK STREET:** City Planner Tetzlaff reviewed this item with the Commissioners. The addition will be for KMC's main building on South Park Street. There is a small notch on the south end that will be filled with an 8,400 SF addition. Masonry to match the main building will be used. In addition, two (2) new loading docks will be added to the east façade that faces South Park Street. The Design Review Board found both additions to be compatible with the primary buildings. The contractor/applicant has done several other projects in the community and all have turned out well. Staff recommends approving the proposed addition on South Park Street. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER KELLEY to approve the building addition for KMC on South Park Street as presented. Motion carried unanimously.**
- 11. BUILDING ADDITION FOR DDW (D.D. WILLIAMSON) LOCATED AT 815 SUNSET ROAD:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that D. D. Williamson, now know as DDW, is an international food coloring company. Their primary line is caramel coloring which is done in other states. Prior to being owned by DDW, the property was owned and operated by Dinesen Trading Company; the building was originally built for Smith Brothers Food Processing. A 4,800+ SF addition is now being proposed to handle a new and separate processing line. Also included is a loading dock. The addition will be built with the same masonry materials as the remainder of the building. The driving and backing lanes have been expanded to accommodate the semi-truck vehicles. The Design Review Board found no objections to the proposed addition. The Design Review Board recommends approval. **MOTION BY COMMISSIONER SOVA AND SECONDED BY COMMISSIONER BECKER to approve the building addition for DDW located at 815 Sunset Road as presented. Motion carried unanimously.**

- 12. CONDITIONAL USE GRANT TO PERMIT A PRE-SCHOOL IN FRIEDENS CHURCH LOCATED AT 454 NORTH MILWAUKEE STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that several years ago, there was a pre-school located in Friedens Church. A zoning use permit was granted on a short-term basis. The minutes specifically state “zoning use” and not “conditional use” and there is no record or recording of such a use permit. Therefore, staff needs to start from scratch and treat this as a conditional use which is required by our zoning ordinance. The request is spelled out in more detail in your packet. There is sufficient parking and ample building space to accommodate the proposed use. Staff recommends approval. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER BECKER to recommend to the Common Council to approve the conditional use grant to permit a pre-school in Friedens Church located at 454 North Milwaukee Street as presented. Motion carried unanimously.**
- 13. CONCEPT PLAN FOR A 3-UNIT RESIDENTIAL DEVELOPMENT AT THE INTERSECTION OF NORTH PARK STREET AND NORTH MOORE ROAD:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that this is a triangular shaped property that fronts onto North Moore Road and a portion of North Park Street. It is behind or east of the first Habitat home located at 160 North Park Street. The east side of the property is a steep bluff line that overlooks Moore Road. There are also a number of trees on the property. Currently, there is no access to the site; Habitat is proposing to cut a driveway off North Park Street just north of the existing Habitat home. This project will be done in stages; with one home per year expected. If however, another location in another community becomes available, construction of the next phase could be delayed. The Design Review Board discussed the actual bluff line which has now been mapped. Habitat requested that it be allowed to move the proposed houses to better accommodate the bluff and allow for deeper backyards. Plan Commissioners were concern with the driveway path over an 8” gas main that crosses the property. The Design Review Board recommended concept approval subject to modifying the site plan to take into account the actual bluff line. **MOTION BY COMMISSIONER VOIGT AND SECONDED BY COMMISSIONER KELLEY to approve the concept plan for a 3-unit residential development at the intersection of North Park Street and North Moore Road subject to defining the actual bluff line and providing for different façade materials and colors. Motion carried unanimously.**
- 14. BUILDING AND SITE PLAN IMPROVEMENTS FOR DULUTH TRADING COMPANY LOCATED AT 100 NORTH FRANKLIN STREET:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that Duluth Trading is requesting the following: 1) Close the northern most entry and replace with a more centralized main entry along Franklin Street; 2) Add signage (Duluth logo) on three façade faces; 3) Add signage murals on two faces of the elevator shaft; 4) Add some accent lighting; 5) Add a scissor lift along the rear deck to accommodate freight; 6) allow for a loading area in the rear in the parking lot; and 7) Provide an interim trash/recycling enclosure. One of the items of discussion at the Design Review Board involved the signage and murals. The Board found them to be tasteful and appropriate and fall with the code regulations. The accent light would be on the gables and would shine downward and would satisfy Port Washington Main Street which has been promoting accent lighting. The Board was also happy to that Duluth chooses to leave the old Smith Brothers painted sign on the elevator shaft. The Board suggested that the scissor lift be shielded with some fencing to prevent children from climbing on it as well as provide some aesthetic appeal. It was discussed that eventually the parking lot will be reconstructed but in the interim, the loading zone will not impact the existing parking lot and a loading zone can be accommodated into a new design. The same applies to the trash and recycling enclosure; it to can be relocated in the new design. Originally, the design showed the enclosure to replace the small landscaped island and one parking stall; the Board

suggested keeping the island as a visual buffer and instead moving the enclosure north. The Design Review Board recommended approval subject to the modifying the lift with decorative fencing and relocating the trash and recycling enclosure. The Plan Commissioner agreed with the Design Review Board's recommendation. **MOTION BY MAYOR HUEBNER AND SECONDED BY COMMISSIONER BECKER to approve the building and site plan for the Duluth Trading Company subject to modifying the lift with decorative fencing and relocating the trash and recycling enclosure as requested by the Design Review Board. Motion carried unanimously.**

15. FORTHCOMING EVENTS: The Mayor stated that the Election will be next week and he want to thank everybody that he has worked with.

16. ADJOURNMENT: MOTION BY MAYOR HUEBNER AND SECONDED BY CITY ENGINEER VANDEN NOVEN to adjourn the meeting at 5:44 p.m. Motion carried unanimously.