

**CITY OF PORT WASHINGTON  
PLAN COMMISSION  
MINUTES  
THURSDAY, APRIL 18, 2013**

1. **ROLL CALL:** Mayor Mlada called a duly convened meeting of the Plan Commission to order at 6:36 p.m. Members present were: Commissioners Sova, Williams, Kelley, and Voigt. Also present were: City Planner Randy Tetzlaff, City Engineer Rob Vanden Noven, and City Administrator Mark Grams. Absent and excused: Commissioner Dan Becker.
2. **PUBLIC APPEARANCE & COMMENTS:** Mr. Mike Ehrlich of 6E6S Architects is requesting a special Plan Commission meeting for a Port Washington-Saukville School District project regarding a small addition to one of the schools. Plan Commissioners discussed this and decided on having a special meeting on Tuesday, April 23, 2013 at 5:30 p.m.
3. **APPROVAL OF MINUTES FOR THE MARCH 21, 2013: MOTION BY EARL KELLEY AND SECONDED BY RON VOIGT to approve the minutes of March 21, 2013 as presented. Motion carried unanimously.**
4. **TEMPORARY STRUCTURE AND OPERATING PLAN FOR SHORT-TERM RETAIL USE AT 122 NORTH FRANKLIN STREET:** City Planner Tetzlaff reviewed this item with the Plan Commission. He stated that a business prospect has been negotiating with a property owner for several months in the hopes of leasing space for a permanent store location. The objective was to be open but with the impending summer season, the applicant is requesting approval to set-up a temporary structure with the hope that by fall, a permanent location will be leased. Our zoning ordinance defines “permanent structure” as being in place for more than 9 months. This would be “temporary” since it would be in place for 5 months. The proposed location is in front of the former bank drive-thru; the structure would be a canvas tent anchored on three sides and fronting on Franklin Street. Products and supplies would be done from the rear side; electrical power would be provided from the property occupied by Harry’s Restaurant. The proposed use is food service and there would be coolers set behind the structure on the drive-thru pavement. The applicant was present and reviewed his operational plan. The applicant also provided samples of his products which included fresh fruit, fresh vegetables, salads, sub sandwiches and other items. Port Main Street and City Staff have been working with this applicant for several months. This applicant would be a welcome addition to the downtown area and would complement the other businesses in Port. The Plan Commissioners discussed this item and agreed that it would be a great addition to the downtown area. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to approve the temporary structure and operating plan for short-term retail use at 122 North Franklin Street as presented. Motion carried (4 Ayes; 1 Nay (Kelley)).**
5. **FAÇADE RENOVATION PLAN FOR 205 NORTH FRANKLIN STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that Jackie Oleson and Architect Paul Carufel, representing the Port Washington Historical Society were present to discuss the façade renovation. They reviewed plans for new energy-saving windows, the new canopy, new double face sign and the new masonry work with the Plan Commissioners. The Plan Commissioners reviewed the plans. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY BUD SOVA to approve the façade renovation plans for 205 North Franklin Street as presented. Motion carried unanimously.**

- 6. REMOVING AND REPLACING ANTENNAS, GROUND CABINETS, AND ASSOCIATED CABLING ON THE WEST SIDE WATER TOWER:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that a few meetings ago, the Commission reviewed plans for similar cellular equipment modifications to both the North Side Water Tower and The City's communication tower. Recent changes to federal law limit the review powers of localities other than administrative review. The proposed equipment modifications are similar to ones done before by this carrier and others. Due to it being on a water tower, the Water Utilities Consultant will be required to do an independent structural analysis. The last time we approved the work subject to language suggested by our City Attorney. Staff recommends approval. A representative was present to answer a questions, the Commissioners might have. **MOTION BY BUD SOVA AND SECONDED BY EARL KELLEY to approve the removing and replacing of antennas, ground cabinets, and associated cabling on the West Side Water Tower Approve as presented subject to the Plan Commission expressly reserving all rights, including the right to rescind of modify approval, or require compliance with local ordinances, if Section 6409 of the Middle Class Tax Relief and Job Creation Act of 2012 is subsequently held unconstitutional; and the affirmative structural analysis by the Water Utility's consultant. Motion carried unanimously.**
- 7. RIGHT-OF-WAY PLAN TO ALLOW OUTDOOR DINING AT 308 NORTH FRANKLIN STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that at last month's meeting, the Commission approved a plan to allow outdoor dining on the public sidewalk in front of Baltica Tea Room. The plan before Plan Commission is for the area in front of the former Windrose. In May, a new restaurant will open to be called Twisted Willow. As the business will be requesting to serve alcohol, the plan also shows crowd control posts that delineates the area where alcohol is permitted. This is a requirement of the ordinance. The plan indicates there will be 5 feet of clearance for pedestrians. Staff recommends approval. Ken Jensen and Jill Bunting review their plan with the Plan Commissioners. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to approve the Right-Of-Way Plan to allow outdoor dining at 308 North Franklin Street as presented subject to a 5 ft. of clearance for pedestrian traffic on the sidewalk. Motion carried unanimously.**
- 8. DEFINING NEW DRIVEWAY WIDTH DIMENSIONS IN RESIDENTIAL AREAS:** City Planner Randy Tetzlaff reviewed this item for the Plan Commissioners. He stated that it seems that when we last revised the parking ordinance, the language pertaining to the driveway widths at the curb line was removed. Now and in the past, new driveway widths are to be the width of the garage plus two feet on either side. A typical 2-car garage door is 16 feet and 2 feet on either side equals 20 feet. In the past, staff would allow for 2 foot flair on either side of the approach which would equal 24 feet. The Inspection Department has been operating with this understanding since and all builders and contractors have followed suit. In addition, we would allow for a driveway widening for accessing a parking stall on the side of the house. Recently, a contractor cut a curb 28 feet wide and after being contacted; ask to be shown where a 24 foot approach or 20 foot wide driveway is required. It turns out that this language was removed. Staff recommends approve revising the parking ordinance 20.24.030 with the following: The maximum width is 20 feet except: a) In the case of multiple vehicle garage doors, the driveway may be widened to the width of the vehicle garage doors plus 2 feet, on each side, starting at a point at least ten (10) feet in from the base setback line. B) If a permitted

parking space is located to the rear of the required setback then the driveway may be widened to access this area, starting at a point ten (10) feet in from the base setback line. OR Access to a public street shall be provided for each parking space, and driveway approaches (measured at the curb) shall be a maximum 20 feet wide for one and two family residence. The Plan Commissioners discussed this item. **MOTION BY EARL KELLEY AND SECONDED BY ROB VANDEN NOVEN to approve the revised language for new driveway width dimensions as presented in residential areas. Motion carried unanimously.**

- 9. CONCEPT PLAN FOR THE C-4 MUNICIPAL PARKING LOT (A.K.A. DULUTH/SMITH BROTHERS):** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the Council approved a downtown Tax Increment District plan that included removing the overhead utility lines and re-construction of the parking lot behind Duluth Trading Company, the Schooner Pub, etc. To help facilitate the planning of this work, the Port Main Street Design Committee which is comprised of several architects and engineers serving in a volunteer capacity has prepared a concept plan for this area. On February 4<sup>th</sup>, it hosted an information meeting for the purpose of soliciting input on what the area businesses and property owners wanted to see in a new design. The suggestions ranged from parking retention to better flow to delivery areas, to dumpster corrals to more landscaping and greenery to public gathering areas to relocating the bike trail. In addition, the underground utility work needed to be accommodated as well as the proposed mixed-use development proposed by RHP LLC. The Committee went back to the drawing board and came up with the plan before you. It includes all the "I want that" items; particularly maximizing the parking stalls. If this concept plan is approved, WE Energies will proceed with its work and the Engineering Department will proceed with detailed plans. Ultimately, the goal is for all the work to be completed by late fall of this year. Staff recommends approval. The Plan Commissioners discussed this item. **MOTION BY RON VOIGT AND SECONDED BY ROB VANDEN NOVEN to approve the concept plan as presented. Motion carried unanimously.**

- 10. FORTHCOMING EVENTS:** Mayor Mlada mentioned the Open House at the Port Washington Historical Society on April 27<sup>th</sup> and On Book, One Community will be on April 20<sup>th</sup>.

- 11. ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY AMANDA WILLIAMS to adjourn the meeting at 8:16 p.m. Motion carried unanimously.**