

**CITY OF PORT WASHINGTON  
PLAN COMMISSION  
MINUTES  
THURSDAY, MAY 23, 2013**

1. **ROLL CALL:** Mayor Mlada called a duly convened meeting of the Plan Commission to order at 6:35 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:** There was none.
3. **APPROVAL OF MINUTES FOR THE APRIL 18, 2013 AND APRIL 23, 2013: MOTION BY RON VOIGT AND SECONDED BY EARL KELLEY to approve the minutes as presented. Motion carried unanimously.**
4. **NEW FAÇADE AWNINGS FOR 308 NORTH FRANKLIN STREET:** City Planner Tetzlaff reviewed this item with the Plan Commission. He stated that in the past the City did not review awnings; if they had a wording or a logo, a sign permit was required. However, being in a downtown historic district, all exterior/façade improvements, other than a sign, should be reviewed and approved. The awnings as proposed by Twisted Willow are fixed corrugated steel with a colored logo. A representative from Sign Effects was present to answer questions regarding the awnings. City Planner Tetzlaff stated that these awnings would be the first metal type awning in the downtown area. The awnings are to have a rustic look and will have a 20 year warranty not to rust. **MOTION BY BUD SOVA AND SECONDED BY RON VOIGT to approve the awnings at 308 North Franklin Street as presented. Motion carried unanimously.**
5. **EXTERIOR IMPROVEMENTS TO 114 NORTH FRANKLIN STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that Mike Ehrlich previously presented plans for the alley as part of the Port Washington Historical Society museum project. At this time, he is presented a concept plan for the Schooner Pub which included an outdoor seating area in the alley. In addition, he mentioned that when the over head wires are relocated, the Schooner Pub owners would like to expand their 2<sup>nd</sup> floor outside deck and stairway access to the second floor apartment. The project is challenging because of the code requirements for improvements within the alley. In addition, the plan shows that the deck will be expanded to the east and overhang the sidewalk below and the deck will not go over the lot line. The deck will have a moveable awning. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGHT to approve the exterior improvements to 114 North Franklin Street as presented. Motion carried unanimously.**
6. **AMEND ZONING ORDINANCE TO PERMIT ADULT DAY CARE AS A CONDITIONAL USE IN RESIDENTIALLY ZONED DISTRICTS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that in 2004, the City amended the ordinance to permit day care as a conditional use for 9 or more persons in residential zoning districts. It was done to allow a child day care in the former hospital. By law, the City cannot regulate day care or any community based residential care facilities with 8 or under persons. Christ the King Church and Prime Horizon, Inc., a provider of adult day care; are now requesting permission to open an adult day care at the church. Reviewing the

ordinance shows that the actual language states “day care for 9 or more children.” Upon discussion with the City Attorney, we agreed that we needed to amend the ordinance to just say “day care” which would allow for both children and adults. After further research, the City Attorney now advises that we add a separate conditional use for adults because child facilities are licensed and adults are not. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY EARL KELLEY to approve amending the zoning ordinance to permit adult day care as a condition use as presented. Motion carried unanimously.**

7. **CONDITIONAL USE GRANT TO PERMIT ADULT DAY CARE AT CHRIST THE KING CHURCH LOCATED AT 420 WEST WHITEFISH ROAD:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that this type of use is a perfect fit in a church and that there are so few such facilities in the County to serve a growing senior population. The provider is a certified care agency which services both home care and adult care. The proposed use of the facility would include providing a non-residential facility that supports health, nutritional, social support, and daily living needs to adults in professionally staffed, group settings. The population supported at the facility would include elderly and adults with disabilities. The hours of operation would be 8:00 a.m. to 3:00 p.m., Monday through Friday. Recreational activities would occur on an average of 2 times per week. The maximum number of participants in the program would be 35. Currently, there are 10 participants in the program. There is a staff ratio of one staff person to six participants. **MOTION BY EARL KELLEY AND SECONDED BY ROB VANDEN NOVEN to approve the Condition Use Grant to permit adult day care at Christ the King Church as presented. Motion carried unanimously.**
8. **FORTHCOMING EVENTS:** Mayor Mlada mentioned the Community Fest on Sunday, Port Harbor on June 7<sup>th</sup> and 8<sup>th</sup>, and Coal Dock opening on June 22<sup>nd</sup>. Port Produce is opened and so are Twisted Willow and Broadway Popcorn.
9. **ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to adjourn the meeting at 6:54 p.m. Motion carried unanimously.**