

**CITY OF PORT WASHINGTON  
PLAN COMMISSION  
MINUTES  
THURSDAY, FEBRUARY 19, 2015**

1. **ROLL CALL:** Dan Becker called a duly convened meeting of the Plan Commission to order at 6:35 p.m. Members present were: Commissioners Voigt, Kelley, Vanden Noven, Sova and Williams. Also present was: City Planner Randy Tetzlaff and City Administrator Mark Grams. Mayor Mlada arrived late.
2. **PUBLIC APPEARANCE & COMMENTS:** There was none.
3. **APPROVAL OF MINUTES FOR JANUARY 15, 2015: MOTION BY EARL KELLEY AND SECONDED BY RON VOIGT to approve the minutes as presented. Motion carried unanimously.**

**Mayor Tom Mlada arrived at 6:45 p.m. and began presided over the Plan Commission meeting.**

4. **BUILDING AND SITE PLAN FOR ADVANCED AUTO PARTS (FORMERLY TRI PAR), 1430 W. GRAND AVENUE:** Advanced Auto has been trying to locate a site in Port Washington for almost 2 years. They would prefer a new building, however, no land was found suitable in the STH 33 corridor. After settling on the former Tri Par property, which has been vacant for a long time, soil contamination was found and now after two rounds of remediation, they are ready to get going on a project. The existing building is problematic and not the easiest to reuse. In addition, the site is almost devoid of landscaping. A 2,000 SF warehouse addition is needed and can only be located on the east side of the property. The DRB members expressed some concerns about the metal façade and made some recommendations. The building revisions now include raising the masonry beltline on the addition from 4' to almost 10'; wrapping the same around the east corner to the dumpster enclosure; adding banding to the roof line as well as a shadow line. There is also some change to the metal panel colors. Bushes or shrubs will be added to in front to also mask the exterior. Also, additional landscaping has now been added to the top of the retaining wall and to the site in general. The DRB members have seen the changes and agree that the revisions address their concerns. The Commissioners too agreed with the proposed revisions as well as expressing appreciation that the property will be improved and occupied. **MOTION BY VANDEN NOVEN AND SECONDED BY SOVA TO APPROVE THE BUILDING AND SITE PLAN AS REVISED. Motion carried unanimously.**
5. **REVISION TO A PREVIOUSLY APPROVED PROJECT FOR A NEW DECK/PATIO FOR THE SCHOONER PUB AT 114 N. FRANKLIN STREET:** This is the third revision to the deck plan for the Schooner Pub. This time, a pre-engineered unit by Cabrio Structure will be erected on top of the deck. The glass unit will have a sliding roof panel and sides. It will be surrounded by cable railings and have wood deck surface. The remaining improvements including the stair and walkway along the building will be built as previously approved. Work is expected to begin in the spring. **MOTION BY SOVA AND SECONDED BY VOIGT TO APPROVE THE REVISED PLANS FOR A NEW DECK/PATIO AS PRESENTED. Motion carried unanimously.**

- 6. NEW ADDITION TO A RESIDENCE LOCATED IN A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT AT 418 N. JOHNSON STREET:** The proposed plan is add a second story addition and loft to the rear of the existing crème city brick home. Due to the existing building elevations, the loft will sit rather high. The members discussed ways to reduce the height and scale but there was no reasonable alternative. Since the total height is within the CCM maximum building height requirements, no change was required. However, the owners agreed with the need to try and break-up the “building massing” and the architect was able to make some minor changes to address that concern. The new addition will be clad in wood cedar siding and covered with a new eco-stain. The commissioners agreed that the addition was attractive and tastefully designed and will complement the house addition under construction next door. **MOTION BY VANDEN NOVEN AND SECONDED BY SOVA TO APPROVE THE BUILDING ADDITION AS PRESENTED. Motion carried unanimously.**
- 7. USE OF THE ST. MARY’S PARISH CENTER AS DAY CENTER FOR HOMELESS FAMILIES AT 430 N. JOHNSON STREET:** The Parish has an opportunity to assist homeless children and families in the county through a not-for-profit organization called Family Promise. The Parish would still have office space on the first floor, but Family Promise would use space on the 2nd and 3rd floors. The aspect of this proposal is that the families would be here only during the day. The building inspector has toured the building and has made recommendations on needed changes and they have been addressed. The Parish will be notifying all of the neighbors using a mailing list provided by the City and will include notification of the Plan Commission meeting.

The decision by the Plan Commission centers on its interpretation of this use in the CCM, Central City Mixed zoning district. The zoning ordinance never fathomed this type of use when written in the late 1960’s or early 1970’s. A question to ask is: Is it a permitted use and be classified as a “specialized customer service” establishment such as a tourist, lodging, or boarding home? Or, is it an accessory use to the principal use (church)? Or, since the church is a conditional use, should the CUG be amended to include this use? City staff believes that a hospitality day center for homeless families is warranted and that the Parish Center is a great location for it. However, if the Plan Commission so agrees, it must make a determination as to where the use fits within the zoning ordinance. Commissioners agreed that it is beneficial use and if boarding houses, etc. are more intense due to overnight stays, certainly, this use should be permitted. **MOTION BY BECKER AND SECONDED BY VANDEN NOVEN, TO DETERMINE THAT A DAY CENTER FOR THE HOMELESS FAMILIES IS A PERMITTED USE IN THE CCM ZONING DISTRICT. Motion carried unanimously.**

- 8. CREATION OF A NEW TAX INCREMENT DISTRICT FOR THE CEDAR VINEYARD DEVELOPMENT:** The Plan Commission has reviewed and approved the concept plan for the Cedar Vineyard project. Assuming the Council approves hiring the consultant at the February 18th meeting; work will begin on the tax increment district. This item is meant to apprise the Commission on the next steps since the Plan Commission is statutorily responsible for creating and approving a project plan. The Common Council will then create the tax increment by resolution. Due to the complexities of the Cedar Vineyard project and the pending offer to purchase, time is of the essence so a rather aggressive timetable has been created. Our TIF consultant has already completed a preliminary feasibility analysis so much of the work is already done. Next month, work on the project plan will begin and we

hope to have a draft for our next meeting. The public hearing and adoption of the project plan is scheduled for April.

**9. PUBLIC APPEARANCE & COMMENTS:** None.

**10. FORTHCOMING EVENTS:** There is a Garden Club event on upcoming weekend along with a Chamber tasting event on Saturday evening.

**11. ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to adjourn the meeting at 7:45 p.m.**