

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
TUESDAY, JUNE 18, 2015**

1. **ROLL CALL:** Plan Commission Member Mayor Mlada called a duly convened meeting of the Plan Commission to order at 6:38 p.m. Members present were: Commissioners Voigt and Kelley. Also present was: City Planner Randy Tetzlaff and City Engineer Rob Vanden Noven. Mayor Mlada arrived at 7:10 p.m. Absent and excused: Dan Becker, Amanda Williams, Bud Sova, and City Administrator Mark Grams.
2. **PUBLIC APPEARANCE & COMMENTS:** Mr. Craig Noll of 5298 Six Mile Road in Belgium, who owns 422-424 N Johnson Street, commented on item number 6, 418 N Johnson St. He stated we have nice neighborhood. It is like comparing gold; you have 24 ct. gold and 14 ct. gold. He feels the neighborhood is 24 ct. gold compared to value and wants to maintain that value. He feels that this neighbor and his contractor are doing a good job; just think that the neighbors should be contacted for when an addition is being built.
3. **APPROVAL OF MINUTES FOR MAY 26, 2015: MOTION BY EARL KELLEY AND SECONDED BY RON VOIGT to approve the minutes as presented. Motion carried unanimously.**
4. **SPECIAL EXCEPTION TO ALLOW A DECK WITH A REDUCED SIDEWAY OFFSET AT 924 WEST LARABEE STREET:** City Planner Tetzlaff stated that this item is tabled.
5. **SPECIAL EXCEPTION TO ALLOW A DRIVEWAY CLOSER TO THE LOT LINE AT 420 N. JOHNSON STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that last September, the Plan Commission approved a building and site plan for this property located in a Neighborhood Preservation District. The plan showed a 10 wide driveway within a strip of land; offsets of only 1 foot on each side. Approval was subject to discussion of the driveway with the adjoining neighbor (Behrens) and drainage with the City Engineer; paving would be asphalt or concrete. As it turns out, a year earlier the Plan Commission previously granted a special exception to the previous owner to construct an 8 foot wide driveway with a 3 foot offset on the north (Behrens) and a 1 foot on the south. The owner proposed using pavers or the permeable brick that allows grass to grow inside the brick or just pave the area where the tires drive on. There was no discussion with Behrens or about the grading before construction; grading has been done to accommodate a 10 foot wide driveway. Our office made the architect and contractor aware of the previous special exception; Behrens offered to pay for a portion of the cost of using pavers. Alderman Driscoll has now been involved in trying to resolve this issue between Behrens and the applicant. Parking lots are normally constructed with 9 foot wide stalls which accommodate most vehicles and their wheelbases; an 8 foot wide driveway is narrow but is drive-able. In staff's opinion, 1 foot offset from the south lot line is acceptable because there is a fence and no adjoining home; to the north, one foot offset is too close to the Behrens house. Neither Staff nor Alderman Driscoll has a recommendation. The applicant will not be happy with the status quo (8 foot wide) and Behrens will not be happy with granting a special exception to accommodate a 10 foot wide driveway. Mr. Tim Luetzgen, Al Schmucker, and Kathryn Boxhorn were present. Ms. Boxhorn stated that she is formally requesting at 10 ft. driveway with 1 ft. on either side of the driveway.

She stated that an 8 ft. driveway would be unsafe. Mr. Luetgen reviewed the driveway that they would like and gave an explanation as to why a 10 ft. driveway would be preferable and that they would prefer the driveway be asphalt. Anything smaller would not be safe because of the steep incline. He also stated they need more room for the "Y" turn. Mr. Al Schmucker explained more of the driveway and elevation of the garage. Mr. Schmucker stated that a 9 foot driveway would be acceptable. Plan Commissioner discussed the driveway. **MOTION BY RON VOIGT AND SECONDED BY EARL KELLEY to approve the special exception for a 10 ft. driveway.** Mayor then stated that includes the drainage, the 10 ft. turn around and the set back so we are okay with that. Rob asked to see the drawing again and discussed the turn around. They discussed the "Y" turn radius and the 16 ft. parking area/turn around. Mr. David Behrens of 431 N Powers Street stated that he lived here for 6 years and has put a lot of money in his property and this neighborhood is a number 1 tourist attractions. It a pleasure to live there and he has paid a lot taxes. He was only given 1 days' notice for this meeting and he is not all prepared. He talked about hardships, and asphalt driveways, and offering them money to buy pavers. He also talked about St. Vinney's and previous Plan Commission meetings, also about his property being destroyed, his wife being sick, him having a heart attack and putting his property back together. He talked about snow drifts on his property, a having fellow neighbors here to discuss the black top driveway and how he did not have time to gather more information. He states that there is no hardship for a special exception. He is offering \$2000 for pavers. We should have buried the utilities up there and that was a mistake. Mr. Craig Noll owns the property at 422 and 424 Johnson. He agrees with Mr. Behrens that there is no hardship with an 8 ft. driveway. He would prefer to see pavers and concrete. He discussed icy conditions. He would like to see the 8 ft. driveway and a concrete retaining wall. This is just his opinion. Alderman Driscoll stated that he has talked to both parties. He discussed that neither party will be happy with the decision. The previous exception was in place and they should have known about it. He stated that he thinks asphalt is out of place. He thinks a 9 ft. concrete driveway should be a compromise. Al, the contractor, discussed the difference between concrete, pavers, and asphalt. He states that he understands the drainage issues. He discussed other issues with the construction. Plan Commissioners discussed concrete versus asphalt and the costs. Ms. Boxhorn discussed having an asphalt driveway. She likes the historic look of asphalt and also the cost. It just works better for our house. Mr. Luetgen questioned why this is being brought up at this time and not at the time we were approved. Why the change now. Mr. Behren spoke about the first approval processes and again went into not being notified. Plan Commissioners stated that there is nothing in the ordinance to say what type of materials is needed for a driveway. City Planner Tetzlaff stated that Behrens' concern is about the hardship or special exception that will not have an adverse effect on surrounding property owners. Mr. Behrens does not want the asphalt driveway. Craig Noll asked about the size of the driveway. Is it a 9 feet driveway or what? Mr. Luetgen stated it would start out a 10 feet and then widen at the top of the driveway. Plan Commissioners continued to discuss the width of the driveway and setbacks and materials. Plan Commissioner Kelley withdrew his second on the motion that was made. Commissioner Voigt withdrew his motion. The Plan Commissioners discussed this issue in two parts, first materials then width. Nothing is in the ordinance for what type of material is needed for driveways, so any type of material is good as long as the driveway is paved. Second issue, width, so it is simple, the Plan Commission approved 10 ft., the homeowner wants 8 ft., so the driveway should be 9 feet. That is a good compromise. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to approve the special exception to permit a driveway to be closer to the lot line at 420 N Johnson Street. The driveway width shall be 9 feet with 1 foot off the neighbor's lot line to the south and 2 feet off the neighbor's lot**

line to the north and it should be paved with asphalt, concrete, cement, cobblestone, pavers, bricks, etc. Motion carried unanimously.

- 6. REVISED PLAN FOR AN ADDITION TO A RESIDENCE LOCATED IN A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT AT 418 N. JOHNSON STREET:** City Planner Randy Tetzlaff reviewed this item. He stated that the Plan Commission approved renovation plans for this residence. At the time, the DRB was concerned that the loft will sit rather high. The members discussed ways to reduce the height and scale but there was no reasonable alternative. As it turns out, the owners agreed with the issues raised and are now coming back with a revised plan that addresses the concern, DRB members were enthusiastic regarding the revisions to the height and use of materials. Suggestions were made to possibly use sliced crème city brick in lieu of lap siding on the chimney chase. Staff recommends approval of the revised building addition plans. Mr. Luetgen reviewed the changes to the Commissioners. He discussed the vaulted ceiling, siding, the elevation and the chimney chase. The contractor, Al Schmucker, also discussed some changes. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to approve the revised changes as presented. Motion carried unanimously.**
- 7. RECONSIDERATION OF A SPECIAL EXCEPTION TO PERMIT A NON-CONFORMING POLE MOUNTED SIGN AT 1032 S. SPRING STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. Dr. Philip Brooks stated that he erected a new sign in 2010, Permit #3137-10 and the cost was \$3000. Now, all he did was change the name of the sign from Brooks to Align. He feels that it is not right to ask him to change the sign. The Plan Commissioners decided to table this item until such time that the sign code is revised. **MOTION BY EARL KELLEY AND SECONDED BY ROB VANDEN NOVEN to table this item at this time. Motion carried unanimously.**
- 8. RECONSIDERATION OF A SPECIAL EXCEPTION TO PERMIT A SEOND GROUND MOUNTED SIGN AT 1032 S SPRING STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that this item should be tabled also. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to table this item at this time. Motion carried unanimously.**
- 9. FAÇADE RENOVATION AT 224 N FRANKLIN STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that this building is the former Portraits Today. The owner wants to remodel to accommodate a business that will be moving in. The proposed work includes removing the front panels and exposing the exiting brick; removing the inappropriate sized awning and replacing with a right-sized awning; adding new cornice above the awning; installing new aluminum clad windows and doors on the lower level; adding new storefront trim on the lower level and new window trim below the upper story windows. The DRB members agreed this was a tasteful façade renovation and recommended approval. Mr. Mike Ehrlich reviewed the changes with the Commissioners. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to approve the façade renovation for 224 North Franklin Street as presented. Motion carried unanimously.**
- 10. SITE PLAN FOR OUTDOOR SEATING AND FIRE PIT AREA FOR WING IT AT 620 W. GRAND AVENUE:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that due to the success of Wing It, the owners now want to add another outdoor area. This would be to the east of the building adjacent to the Union Pacific

Railroad right-of-way. It would consist of a bench and individual seating around a fire pit as well as small storage shed and secured wood storage. There would also be an area for additional table seating next to the building. The Fire Chief has reviewed the plan and does not object to the location or use of the fire pit. Staff recommends approval. Mr. Adam Brown from Wing It reviewed the outdoor seating, the enclosure and storage area. **MOTION BY EARL KELLEY AND SECONDED BY RON VOIGT to approve the site plan for outdoor seating and the fire pit area as presented. Motion carried unanimously.**

11. REVISED CONDITIONAL USE GRANT TO PERMIT OUTDOOR DRINKING AND DINING FOR WING IT AT 620 W. GRAND AVENUE: City Planner Tetzlaff stated that the recently approved conditional use grant will need to be revised to include this additional area. A public hearing will be needed. **MOTION BY RON VOIGT AND SECONDED BY EARL KELLEY to recommend to the Common Council to approve the revised conditional use grant to add the new site plan for outdoor seating and the fire pit area as presented. Motion carried unanimously.**

12. CERTIFIED SURVEY MAP FOR LINCOLN VILLAGE AT 1300 W. LINCOLN AVENUE: City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that when the Plan Commission reviewed and approved the building and site plan for Phase II of Lincoln Village, it was noted that the applicant plans to create a campus of continuum of care for senior housing. However, the financing of the 2 phases is different and therefore the lenders are requesting separate parcels. The new lot lines correspond with the building footprints; the buildings are attached. Also discussed were the utility easements on the SW corner of Lot 1; they need to be reduced to accommodate the new building footprint. The City Engineer has reviewed the new easement boundary and agrees with their location. City staff has also reviewed the other easements on the CSM for access and storm water and have found them to be appropriated sited. In all other aspects, the CSM conforms to §236 platting standards. Staff recommends approval. **MOTION BY RON VOIGT AND SECONDED BY EARL KELLEY to recommend to the Common Council to approve the CSM as presented. Motion carried unanimously.**

13. RESOLUTION TO AMEND STREET, HIGHWAY, PARKWAY, AND RELATED WIDTHS AS WELL AS TO AMEND THE OFFICIAL MAP: City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the City Attorney is requesting that the Plan Commission review and recommend the Council adopt a resolution to amend the street, highway, parkway, and related widths as to amend the official map. City Engineer Vanden Noven reviewed this item with the Plan Commissioners. **MOTION BY RON VOIGT AND SECONDED BY ROB VANDEN NOVEN to review and recommend to the Common Council to adopt the Resolution To Amend the Street, Highway, Parkway, and Related Width as presented. Motion carried unanimously.**

14. REVISIONS TO §20.29.000 SIGN CODE: City Planner discussed the revisions to the Sign Code. He stated that the Plan Commission will need to recommend that some provisions of the sign ordinance be revised. Among the items that should be discussed are when does a non-conforming sign become conforming; need to clarify that a pylon or single mount sign is prohibited; need to clarify that only one ground mount sign is allowed per property; and need a better definition of what a monument sign is. Plan Commissioners need to forward the comments and suggestions to the City Planner. This item will be discussed further at a future meeting(s).

15. **REVISIONS TO §20.24.000 PARKING CODE:** City Planner discussed the revisions to the Parking Code. He stated that one of the Aldermen has raised the issue of unpaved driveways in the City; but in particular, his district. All recent driveways constructed in the last 20 years or so, are paved. However, many older driveways remain unpaved and are non-conforming. Similar to the discussion regarding signs, we must give consideration to as to when these driveways get paved. Whatever we agree to do with signs (a time limit or after sale of the property) should be the same for driveways and parking lots. Plan Commissioners need to forward the comments and suggestions to the City Planner. This item will be discussed further at a future meeting(s).

16. **DRAFT PROJECT PLAN FOR TAX INCREMENT DISTRICT #3:** City Planner Randy Tetzlaff discussed this item. He stated that we are on schedule to bring forth a final project plan for TID #3 at the July 16 Plan Commission meeting and August 4th Council meeting. Our consultant has a draft plan that includes the boundaries and proposed project cost and projected increment. This is discussion only.

17. **FORTHCOMING EVENTS:** The Mayor mentioned that the Denis Sullivan will be in Port next weekend. The ACES Ride is also next weekend, The 4th of July will be in two weeks and the Police will be having their Bike Rodeo. Also the dedication of the Coal Dock Memorial Pavilion is this weekend.

18. **ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY EARL KELLEY to adjourn the meeting at 9:35 p.m.**