

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, OCTOBER 22, 2015**

1. **ROLL CALL:** Plan Commission Member Mayor Mlada called a duly convened meeting of the Plan Commission to order at 6:43 p.m. Members present were: Commissioners Amanda Williams, Ron Voigt, Earl Kelley, and Rob Vanden Noven. Also present was: City Planner Randy Tetzlaff and City Administrator Mark Grams. Absent and excused: Bud Sova and Dan Becker.
2. **PUBLIC APPEARANCE & COMMENTS:** There were none:
3. **APPROVAL OF MINUTES FOR SEPTEMBER 17, 2015: MOTION BY EARL KELLEY AND SECONDED BY AMANDA WILLIAMS to approve the minutes as presented. Motion carried unanimously.**
4. **FAÇADE RENOVATION FOR KISSINGER APPLIANCE LOCATED AT 700 NORTH WISCONSIN STREET:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that the owner is proposing to remove the awning and plywood covering the upper transom. He is also proposing to remove the existing glass and replace with energy efficient glass and front door. The Design Review Board will review this on Tuesday, October 20th; staff has concerns regarding the lack of architectural detailing. The Design Review Board had some suggestions. Mr. Jim Kissinger was present and reviewed his plans with the Commissioners. **MOTION BY EARL KELLEY AND SECONDED BY ROB VANDEN NOVEN to approve the façade renovation as presented. Motion carried unanimously.**
5. **MINOR SITE PLAN REVISION FOR CEDAR VINEYARDS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that the developer has added four lots on the eastside of CTH C and added five new lots to the west side bringing the total lots to 82. The addition of these lots should help the TID #3 and bring the average cost of the lots down. Staff recommends approval. The developer was present to review his minor site plan revision and answer any questions. **MOTION BY RON VOIGT AND SECONDED BY ROB VANDEN NOVEN to approve the minor site plan revision as presented. Motion carried unanimously.**
6. **MINOR SITE PLAN REVISION FOR HARBOUR LIGHTS PROJECT:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioner. He stated that the architect and/engineer for Harbour Lights has made a couple of modifications to the plan recently approved. Rather than having the public sidewalk cross the parking ramp; due to the grade change, the walk will need to be relocated around the ramp. The parking stalls are not impacted by this change. The second modification is along the East Main Street sidewalk. The previous plan showed a sidewalk with four trees; two which would be new ones added. The new plan shows a four foot wide sidewalk along the curb; a new retaining wall and a ten foot wide ramp that meets the front entry at first floor elevation and then slopes to either side (we have a similar situation along South Wisconsin Street in front of Harbor Square). As a result, three of the trees have been eliminated. Staff would like to see the trees remain. The Developer was present to discuss the new changes. Mr. Gertjen Van Broeck and his architect/engineer discussed the railing, ramp and retaining wall. They discussed the height of the ramp, the

width and where the opening would be. This Commissioner also discussed their concerns with the new ramp and retaining wall. The Design Review Board tabled the discussion on the proposed railing. **MOTION BY AMANDA WILLIAMS AND SECONDED BY RON VOIGT to approve the minor site plan revision on the east side as presented. Motion carried unanimously.**

- 7. DECLARE PARCELS OF LAND ADJACENT TO THE HARBOUR LIGHTS PROJECT AS SURPLUS PROPERTY:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that on the previous plan a large utility transformer was proposed in an area east of the raised patio adjacent to the sidewalk. That transformer would straddle Renew Port Holdings property and City property. The developer requests that the transformer be located entirely on private land; hence the need for the City to convey it. To do that requires a declaration of it as surplus. In addition, a portion of the land for ramp that is on City land is proposed to be by easement. Staff opinion is that it may be better to convey that land too to the developer; however, that decision is for the Common Council to decide. To give the Council that option, the recommendation is to declare that land as surplus. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to declare these parcels of land as surplus property. Motion carried unanimously.**
- 8. DISCUSS REVISIONS TO THE ZONING CODE THAT MAY BE INCLUDED IN THE MUNICIPAL CODE RECODIFICATION EFFORT:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. He stated that the City is in the midst of a complete municipal code recodification effort. Both the City Clerk and Attorney are actively involved working with an outside consultant. The main focus is to remove contradictory language. However, the City Attorney has also advised that now may also be the time to add new items. By doing so, we would avoid having public hearings on each revision since the new codes will be approved in their entirety. The Commissioner discussed various ideas on the zoning codes such as detached garages, attached garages, various signs, signs on building, in parkways, zoning districts, etc. Staff should check with other communities for their zoning codes and come back with more information. Also, Commissioners are encouraged to submit their ideas or suggestions prior to the next meeting; Commissioner Kelley has already done this.
- 9. FORTHCOMING EVENTS:** The Mayor mentioned that Halloween will be on Saturday, October 31st, 4:00 to 7:00 pm; Port Pumpkin Mania will be on Saturday, October 31st, 9:00 am to 2:00 pm; on November 7th the Rotary will have a beer tasting from 6:00 to 9:00 pm; November 18th Scoping NOAA at the Wilson House; and November 13th, the USS Milwaukee will be stopping outside of Port's Harbor. Best viewing will be from the Coal Dock. Also CoCa NaLa will be opening on Sunday, October 25, 2015 from 1:00 pm to 4:00 pm.
- 10. ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to adjourn the meeting at 8:07 p.m. Motion carried unanimously.**