

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

1. **ROLL CALL:** Plan Commission Member Mayor Mlada called a duly convened meeting of the Plan Commission to order at 6:37 p.m. Members present were: Commissioners Amanda Williams, Dan Becker, Bud Sova, Earl Kelley, and Rob Vanden Noven. Also present was: City Planner Randy Tetzlaff and City Administrator Mark Grams. Absent and excused: Ron Voigt.
2. **PUBLIC APPEARANCE & COMMENTS:** There were none:
3. **APPROVAL OF MINUTES FOR OCTOBER 22, 2015: MOTION BY EARL KELLEY AND SECONDED BY AMANDA WILLIAMS to approve the minutes as presented. Motion carried unanimously.**
4. **SPECIAL EXCEPTION FOR A DRIVEWAY AT 1512 WILLOW DRIVE:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated that the owner, Mark Hadacek, had hired what he thought was a reputable contractor to install an extension to his existing driveway. The contractor also failed to obtain a permit. The zoning ordinance defines driveways as leading to a garage and that parking in the front setback is only permitted on a driveway. The new extension as contracted is not permitted; it would if it was extended along the side of the garage. The only way to permit this driveway extension or widening is to grant a special exception. In this particular case, because this is a corner lot; a special exception is needed for both the Willow Drive side and the CTH LL side. This is a difficult situation because had the contractor applied for a permit he would have known that the driveway had to go along the side of the garage. Now the burden is on the applicant/homeowner. Plan Commission has 3 options: 1) Deny and the driveway extension is removed; 2) Grant a special exception as requested; this will need to include justification in the motion as there is an alternative; and 3) Grant a special exception but require an extension of the driveway to extend partially along the side of the garage up to the air conditioner. Staff prefers the 3<sup>rd</sup> option. **MOTION BY BUD SOVA AND SECONDED BY DAN BECKER to approve the Special Exception for the driveway extension into the setback areas on both CTH LL and Willow Drive, as requested. Motion carried unanimously.**
5. **NEW AWNING ON 327 NORTH FRANKLIN STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that a new retail business recently opened at this address. They did minor painting to the exterior as well as installing an awning. The installation of an awning requires design review because the building is in the downtown historic district. Downtown Port Washington Guidelines state that awnings should be attached below the cornice and not cover the piers on either side of the storefront. There are only guidelines, however, no new awnings have been approved since these guidelines were adopted that do not conform. The Design Review Board reviewed and approved the awning as presented. They stated that the business owner is leasing the building and the awning should stay as is. **MOTION BY EARL KELLEY AND SECONDED BY ROB VANDEN NOVEN to approve the new awning as presented. Motion carried unanimously.**

6. **CERTIFIED SURVEY MAP FOR THE CEDAR VINEYARD:** City Planner Randy Tetzlaff stated this item is tabled for tonight.
  
7. **DECLARE CITY-OWNED LAND EAST OF ST. VINCENT DE PAUL (BLUFF LANDS) AS SURPLUS PROPERTY:** City Planner Tetzlaff reviewed this item with the Commissioners. He stated as part of the mitigation agreement with WE Energies, the City received a nominal 45 acres on the bluff across from St. Vincent de Paul. The future use of the land was intended for development in order to increase the tax base. In order to give the Common Council flexibility to negotiate with future developers, the Plan Commission needs to declare the land as surplus property. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY DAN BECKER to declare these parcels of land as surplus public 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 this item is back for discussion. Last month we discussed some items that could be included as part of the City Recodification effort. Commissioner Kelly submitted suggestions. The Plan Commissioner discussed the Business District zoning including B1, B2, B3, and B4 Districts, and the Business Park District. They also discussed PUL and the Industrial Districts I1 and I2. Also discussed were the Building Codes, Landscaping Points, Enforcing the Building Codes, Driveways and Parking. This item will be coming back to Plan Commission.
  
9. **FORTHCOMING EVENTS:** The Mayor wished everyone a Happy Thanksgiving. There will be a PIM for W Larabee Street Flooding Study on Tuesday, December 1, 2015, 5 to 7 pm, Christmas on the Corner will be Saturday, December 5, 2015, Sir James is having a Blues Weekend with various Blues performers and Grafton Blues is having an event at the Country Inn and Suites. Also the USS Milwaukee is being commissioned on Saturday.
  
10. **ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY DAN BECKER to adjourn the meeting at 7:55 p.m. Motion carried unanimously.**