

**CITY OF PORT WASHINGTON
PLAN COMMISSION
MINUTES
THURSDAY, APRIL 28, 2016**

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 Voigt, Sova, Williams, and Matera. Also present was: City Planner Randy Tetzlaff, City Engineer Rob Vanden Noven, and City Administrator Mark Grams. Absent and excused: Dan Becker. Mayor Mlada welcomed Tony Matera to the Plan Commission. Tony will be replacing Earl Kelley. Tony has been a cheerleader for the City. He was on our Harbor Commission. Tony is also on our Safety Committee and Marketing and Communications committee. We would like to thank Earl Kelley for all his years on the Plan Commission. He was on the Commission for more than 16 years. Earl was a valuable member of the Plan Commission for many years. The Mayor also stated that he invited Earl to be on another committee.
2. **PUBLIC APPEARANCE & COMMENTS:** There was none.
3. **APPROVAL OF MINUTES FOR MARCH 8, 2016: MOTION BY RON VOIGT AND SECONDED BY BUD SOVA to approve the minutes as presented. Motion carried unanimously.**
4. **APPROVAL OF MINUTES FOR AND MARCH 17, 2016: MOTION BY RON VOIGT AND SECONDED BY BUD SOVA to approve the minutes as presented. Motion carried unanimously.**
5. **REVISED BUILDING AND SITE PLAN FOR THE RENOVATION AND EXPANSION OF THE PORT WASHINGTON HIGH SCHOOL LOCATED AT 427 WEST JACKSON STREET:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that at the last meeting, it was agreed that the architects would work on ideas and concepts that Design Review Board member Hansen had suggested such as façade articulation, roof line height and window treatments. Also, it was discussed that the area between the music room and the existing building be either more modern using glass, or , the same theme of the music room be carried on; there was no direction necessarily given on which approach to follow. The revisions now proposed are somewhat “in-between.” In addition, a final landscaping plans for the parking lots as been completed. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY AMANDA WILLIAMS to approve “Version #2” of the revised building and site plan for the renovation and expansion of the Port Washington High School and the landscape plan that was submitted. Motion carried unanimously.**
6. **REVISED SIDEWALK ACCESS ALONG EAST MAIN STREET FOR THE HARBOUR LIGHTS CONDOMINIUMS:** City Planner Randy Tetzlaff reviewed this item with the Plan Commissioners. He stated that back in October, this item was table by the DRB. Some members felt there needed to be steps in front of the main entrance rather than a solid retaining wall. Others wanted to see some additional landscaping. Also, discussed was the narrowing the street and removing the few parking stalls currently there. The Plan Commissioner discussed the sidewalk and ways to revise it. This item was tabled until next month. (Commissioner Voigt left the meeting at 8:10 pm)

- 7. DECLARE THE CITY'S BOAT TRAILER LOT ON EAST WASHINGTON STREET AS SURPLUS PUBLIC PROPERTY:** City Planner Tetzlaff stated that the downtown Master Redevelopment Plan identified the former Victor's and the boat trailer lot as possible redevelopment sites. In order to allow the Common Council the ability to negotiate the possible sale of the parking lot, the Plan Commission needs to declare this parcel as surplus public property. Staff recommends the Plan Commission to approve this item. The Plan Commissioners discussed this item. **MOTION BY BUD SOVA AND SECONDED BY AMANDA WILLIAMS to declare the Boat Trailer Lot on East Washington Street as surplus property. Motion carried unanimously.**
- 8. CERTIFIED SURVEY MAP FOR THE FORMER WISCONSIN CHAIR FACTORY SITE (INCLUDES THE NORTH SLIP PARKING LOT AND THE BOAT TRAILER LOT):** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that the boat trailer lot, that portion of East Washington Street between Harborview Lane and North Lake Street, and the North Slip parking lot are all part of one parcel known as the Wisconsin Chair Factory. In order for the City to sell either lot, a Certified Survey Map must be approved to create 2 lots as well as dedicate that portion of East Washington Street as right-of-way (ROW). Since this involves a road dedication, the Common Council must also approve it. There are some easement shown that must be removed – the former rail line and the overhead easement across East Washington Street. That action will be done by the Common Council at a future meeting. Staff recommends approving, subject to the removal of the easement as shown. **MOTION BY BUD SOVA AND SECONDED BY TONY MATERA to recommend Common Council approval of the CSM as presented. Motion carried unanimously.**
- 9. PRELIMINARY PLAT FOR CEDAR VINEYARD:** City Planner Tetzlaff reviewed this item with the Commissioners. In order to close on the real estate, the lender is requiring that a preliminary plat be filed and approved subject to the purchase of the property by the developer; which is scheduled to occur prior to the next Plan Commission meeting. The Plan Commissioners discussed this item. They discussed the landscape islands, platted outlot, and other items. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to approve the Preliminary Plat for Cedar Vineyard contingent that all landscape islands with in the ROW be platted as outlots on the Final Plat and contingent that the Preliminary Plat must include all requirements of the Municipal Code and State Statutes subject to the property closing and the owners' name (Highview Group and/or Cedar Vineyard) on the Final Plat. Motion carried unanimously.**
- 10. PLANNED UNIT DEVELOPMENT FOR CEDAR VINEYARD:** City Planner Randy Tetzlaff reviewed this item with the Commissioners. The lender is also requiring that the development be rezoned. Staff has agreed that the base zoning districts be RS-1 for the residences; B-2 for the winery and vineyard; and PUL for the portion that will be public open space. Since this is a clustered development with adjacent open space and trails throughout the development; a vineyard that would normally be considered agriculture but because of the tax increment district is commercial; and because the streets are not the usual urban profile roadways; a planned unit development overlay is the way to go. Staff recommends approval. The Plan Commissioners discussed this item. **MOTION BY RON VOIGT AND SECONDED BY AMANDA WILLIAMS to recommend to the Common Council approval of the Planned Unit Development for Cedar Vineyard as presented contingent that it meets all legal description with all parcels including the zoning parcels of RS-1, B-2, and PUL. Motion carried unanimously.**

- 11. CERTIFIED SURVEY MAP FOR 722 SOUTH SPRING STREET:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that upon the recommendation of the Plan Commission, the Common Council approved the rezoning of 722 South Spring Street and the four adjoining properties. Staff had mentioned earlier that a certified survey map was needed to create 2 lots since there was the main house on the property and a detached garage that was converted to a second living unit. The survey has been completed and it conforms to both, Chapter 236, WI Statutes and our subdivision ordinance. As shown on the survey, the small house is only 2' 6" from the lot line and would be considered non-conforming. However, with the new State legislation in-place, since it is an existing structure, it may be remodeled or rebuilt. Staff recommends approval. The Plan Commissioners discussed this item. **MOTION BY AMANDA WILLIAMS AND SECONDED BY TONY MATERA to approve the Certified Survey Map for 722 South Spring Street as presented. Motion carried unanimously.**
- 12. SPECIAL EXCEPTION TO ERECT AN EIGHT FOOT (8') HIGH DEER PROTECTION FENCE WITHIN THE REQUIRED SETBACK AND SIDE YARD AT 2473 LAKESHORE ROAD:** City Planner Tetzlaff reviewed this item with the Plan Commissioners. He stated that this property is located south of town along the west side of CTH C; it was formerly owned by VK Development. It is zoned Agriculture as an apple orchard. The deer population is a problem and the owners want to erect a wire fence with wood cedar posts around the perimeter of their property. Current zoning allows a fence no higher than 6 feet as long as it is not in the required setback, side or rear yards. The required front setback in an Agricultural district is 50 feet and others are 20 feet. The fence as proposed will not negatively impact surrounding property and a special exception is permitted to a fence because it is an accessory use/structure. Staff recommends approving this special exception for the fence at the property lines. The applicant reviewed the type of fence that they wanted to install. The Plan Commissioners discussed this item. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY RON VOIGT to approve the special exception to install an eight (8) foot high deer protection fence within the required setback and side yard. Motion carried unanimously.**
- 13. SPECIAL EXCEPTION TO CONSTRUCT A FRONT DECK WITH THE REQUIRED FRONT SETBACK AT 228 WEST BARRY AVENUE:** City Planner Randy Tetzlaff reviewed this Special Exception to the Commissioners. He stated that last August, the Plan Commission granted a special exception to allow a new front porch to be built into the front setback area along this same street. The district requires 25 feet but the homes are built at 30 feet. The special exception granted in August was for a deck only half as wide as this one which is 11' 6". Both the Building Inspector and the City Planner believe this is excessive (almost 50% encroachment into the setback area). While the applicant has wheelchair accessibility needs, 11' 6" is a bit much since they also have an available rear deck. The applicant reviewed their requirements for this special exception. They stated that they are getting up in age and are having a hard time getting into the house. The Plan Commission discussed this item. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY TONY MATERA to approve the special exception to construct a front deck with the required front setback. This is for a deck only as presented. Motion carried unanimously.**
- 14. REZONE A SINGLE FAMILY RESIDENCE AT 1102 NORTH BENJAMIN STREET FROM B-2, LOCAL SERVICE CENTER TO RS-4, SINGLE FAMILY DETACHED**

RESIDENCE: City Planner Tetzlaff reviewed this item with the Commissioners. He stated that this is similar to the situation at 722 South Spring Street. This property is a single family use and it is zoned B-2, which is a commercial or business zoning. The owner wishes to sell and a buyer cannot get financing because it is a non-conforming use. The adjacent residential property to the north and west is RS-4. Staff recommends approval. The Plan Commissioners discussed this item. **MOTION BY BUD SOVA AND SECONDED BY ROB VANDEN NOVEN to recommend that the Common Council approve the rezoning of 1102 North Benjamin Street from B-2, Local Service Center to RS-4, Single Family Detached Residence as presented. Motion carried unanimously.**

15. **FORTHCOMING EVENTS:** The City's Volunteer Appreciate Event is scheduled for Saturday, April 30 at the Port Exploem.

16. **ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY MAYOR MLADA to adjourn the meeting at 8:30 p.m. Motion carried unanimously.**