

**CITY OF PORT WASHINGTON
SPECIAL PLAN COMMISSION MEETING
MINUTES
TUESDAY, NOVEMBER 19, 2020**

ROLL CALL: Mayor Marty Becker called a duly convened meeting of the Plan Commission to order at 6:02 p.m. Member present were: Alderman Paul Neumyer, Eric Ryer, Tony Matera, and Ted Neitzke, Present on the phone was City Engineer Rob Vanden Noven. Also, present was: City Planner Bob Harris. Absent and excused: Mike Ehrlich and City Administrator Tony Brown. In the audience were Alderman Dan Benning and Alderwoman Deb Postl.

The Mayor welcomed new member, Ted Neitzke, to the Board. He is replacing Ron Voigt, who resigned from the Park and Rec Board. Mr. Neitzke is taking his place on the Park and Rec Board and at Plan Commission. Welcome, Ted. Mr. Neitzke stated that he lives on Brentwood Court, he is the father of 2 children, he and his wife grew up in Port Washington and that he was once an alderman and a member of the Common Council.

PUBLIC APPEARANCE & COMMENTS: There was none.

APPROVAL OF MINUTES FOR THE OCTOBER 15, 2020 AND NOVEMBER 10, 2020: MOTION BY PAUL NEUMYER AND SECONDED BY ERIC RYER to approve the minutes as presented. Motion carried unanimously.

SPECIAL EXCEPTION – REQUEST TO ENCROACH 2.1 FEET INTO THE FRONT YARD SETBACK LOCATED AT 648 AMBER LANE: City Planner Bob Harris reviewed this item for the Plan Commissioners. He stated the applicant is constructing a single-family residence at 648 Amber Lane. Due to an error on the plat of survey the foundation for the front porch portion of the home was put in place 2.1 feet into the front setback. Once the error was realized, the applicant requested for a City review of the matter in order to explore possible alternatives prior to tearing out the foundation. The property is zoned RS-3 Single Family. The required front setback is 25 feet. The encroachment would put the front porch setback at 22.9 feet. This property is located on a corner lot. The only portion of this house that is encroaching is the front porch. The area encroaching is 52.8 square feet. Staff recommends that a Special Exception may be granted by the Commission with the following considerations: 1) The encroachment does not negatively impact the compatibility of the home in relation to other homes in the area; 2) The economic and engineering practicability; and 3) The degree of practical hardship which may be imposed upon the owner of the Subject lot. Mr. Craig North was on the phone. The Commissioners discussed this item and asked several questions of Mr. North. **MOTION BY PAUL NEUMYER AND SECONDED BY MIKE ROB VANDEN NOVEN to approve the Special Exception as presented. Motion carried unanimously.**

CONDITIONAL USE GRANT – CONSIDERATION AND POSSIBLE ACTION ON A CONDITIONAL USE GRANT FOR A PROPOSED USED CAR AND AUTOMOTIVE REPAIR FACILITY LOCATED AT 922 NORTH WISCONSIN STREET, FORMERLY PEIFFER AUTO SERVICE: City Planner Bob Harris reviewed this item with the Commissioners. He reviewed the City Zoning Code with the Plan Commissioners. He stated that used car sales and automotive repair is a Conditional Use in the B-2 Business District and the use request is subject to the Plan Commission and Common Council approval. The property has long been, in various formats, an automotive and car sales use but has been vacation for over one year. The applicant is proposing a similar use under the name “Port Washington Auto Sales, LLC”. The site is located along North Wisconsin Street and is

generally residential in nature save for the local commercial node the subject property is located at the intersection of North Wisconsin Street and East Whitefish Road. The property is adjacent to a single-family residence directly to the south and also to the east, but separated by a public alley. The applicants intend to purchase the property, both 922 and 926 North Wisconsin Street and plans to operate the proposed business as a used car sales and repair shop. The applicant anticipates hiring four employees; two for sales and customer service positions and two mechanics. The applicant is proposing to use the southern portion of the lot as shown on the site plan. Customer parking is proposed for the front (N Wisconsin St) of the existing building and abutting the public sidewalk. Employee parking will be located on the north side of the building; cars to be repaired will be behind the building (east side) and, used cars for sale will be parked along the east and south property lines. There is no landscaping on the property and none has been proposed. Staff states the use is not in question given the zoning code language and the long history with similar uses at the site. The issues are the site itself and the lack of landscaping/buffering both along North Wisconsin Street and the adjacent area next to residential area. Combined with the site being vacant for over 12 months the Conditional Use approval should incorporate landscaping improvements to the site. Staff recommends 1) The proposed customer parking area should be relocated to the north side to join the employee parking. The front pavement abuts directly on top of the public sidewalk with no separation between car and pedestrian whatsoever. In addition, both City code and City practice has been to provide a landscaped grass buffer between a sidewalk and parking lot; 2) The planned location of the used cars and cars awaiting repair are adjacent to residential area. As such a landscaped buffer should be provided along the east and south property lines; 3) The space abutting the front yard of the residence to the south should be a no parking zone, including the parking of used cars for sale; 4) No parking of cars beyond the areas shown on the submitted site plan; 5) No outside storage of parts or junked or wrecked automobiles, as per section 20.34.150 c; 6) Designation of enter and exit lanes; and 7) Removal of the metal pole sign stand remnant. The Plan Commissioners discussed this item. City Engineer Rob Vanden Noven added that the property lines for this parcel run into the Wisconsin Street right of way and that the 4 parcels belong to this property should be consolidated into one parcel and that the property line should not be in the middle of North Wisconsin Street. Plan Commissions also questioned the hours of operations and the lighting for this business. Staff recommended that this Conditional Use be reviewed in 6 or 12 months. After much discussion, the Plan Commissioners decided to table this item for more information. **MOTION BY TED NEITZKE AND SECONDED BY PAUL NEUMYER to table this item.**
Motion carried unanimously.

FORTHCOMING EVENTS: Thanksgiving is next week, Deer hunting is starting, and Bob Harris' daughter, Emily, is coming home on Saturday from college for the first time since August.

ADJOURNMENT: MOTION BY TONY MATERA AND SECONED BY ROB VANDEN NOVEN to adjourn the meeting at 6:24 p.m. Motion carried unanimously.