

**CITY OF PORT WASHINGTON
SPECIAL PLAN COMMISSION MEETING
MINUTES
TUESDAY, DECEMBER 17, 2020**

ROLL CALL: Mayor Marty Becker called a duly convened meeting of the Plan Commission to order at 6:00 p.m. Member present were: Alderman Paul Neumyer, Eric Ryer, Tony Matera, Mike Ehrlich, and Ted Neitzke, present on the phone was City Engineer Rob Vanden Noven. Also, present was: City Planner Bob Harris. Absent and excused: None. In the audience were City Administrator Tony Brown, Alderman Dan Benning and Alderman Paul Neumyer.

PUBLIC APPEARANCE & COMMENTS: There was none.

APPROVAL OF MINUTES FOR THE NOVEMBER 19, 2020: MOTION BY PAUL NEUMYER AND SECONDED BY MIKE EHRLICH to approve the minutes as presented. Motion carried unanimously.

SPECIAL EXCEPTION – REQUEST TO ENCROACH 1.5 FEET INTO THE FRONT YARD SET BACK LOCATED AT 916 NORTH GRANT STREET, APPLICANT DAN BECKER: City Planner Bob Harris reviewed this item for the Plan Commissioners. He stated that the applicant, Mr. Dan Becker, is proposing to expand his existing driveway to include a side parking area adjacent to his driveway proper and be situated 1.5 feet from the south property line. Notices were sent out to neighbors within a 200-foot radius and there were no comments. Ms. Brenda Frisch was present to answer any questions that the Plan Commissioners had. The zoning ordinance requires a driveway shall traverse from the street to the garage in the shortest path possible, i.e., a straight line from street to garage door, a driveway cannot be more than 2 feet on either side of the garage door, and the setback for a driveway from abutting lot lines is 3 feet. The applicant is requesting the Special Exception to expand his driveway from 3 feet to 1.5 feet from the abutting property line in order to accommodate an extra parking area due to having a large family with additional household vehicles and decreasing the need for on-street parking, particularly in winter when parking restrictions go into effect. The Special Exceptions criteria needs to meet 3 items in order for the Plan Commission to grant this special exception. There are as follows: 1) The Special Exception will not have a substantial adverse effect on surrounding properties in terms of noise, dust, odor, appearance or other objectionable factors; 2) The Special Exception will not create a nuisance; and 3) The Special Exception will not have a substantial effect on property values or interfere with the reasonable enjoyment of surround properties. Staff recommends that the Special Exception meets all three criteria. The Commissioners discussed this item. **MOTION BY MIKE EHRLICH AND SECONDED BY TONY MATERA to approve the Special Exception as presented and that it meets the following criteria: 1) The Special Exception will not have a substantial adverse effect on surrounding properties in terms of noise, dust, odor, appearance or other objectionable factors; 2) The Special Exception will not create a nuisance; and 3) The Special Exception will not have a substantial effect on property values or interfere with the reasonable enjoyment of surround properties. The Commissions also wanted to see some sort of landscape buffer between the driveway extension and the neighbor's yard. Motion carried unanimously.**

CONCEPT PLAN – HISTORIC LIFEBOAT SHELTER LOCATED AT 311 JOHNSON STREET, APPLICANT CITY OF PORT WASHINGTON AND PORT WASHINGTON HISTORICAL SOCIETY: City Planner Bob Harris reviewed this item with the Commissioners. He stated that the Port Washington Historical Society would like to erect a permanent shelter for the S. S.

Milwaukee lifeboat that is currently a part of the Port Washington Lighthouse site exhibit. The purpose of the shelter is to protect the lifeboat exhibit from the elements as it is showing wear and tear but at the same time keep it visible and accessible to the public. The historical society has settled on a conceptual design for the shelter but would prefer to receive City feedback for the shelter prior to committing funds to the project and formal approvals. In addition, the property is owned by the City of Port Washington. The shelter is open on all sides and is a simple pitched roof with eight wooden support beams. The roof itself contains shake patterned siding on its gable face and will contain an asphalt roof shingles. The gable face design is also compatible with the residence across the street. The support beams will be naturally stained and the asphalt shingles are to be brown. The shake siding color is to be determined. At the Design Review Board, the board gave a favorable recommendation and added the following design comments. They are as follows: 1) If affordable, match the roof material to match those of the lighthouse and existing accessory structures, e. g. similar red tiles; 2) Minimize the length of the top support post cap; 3) Consider sloped eaves similar to lighthouse; 4) Consider lowering the height of the support post; 5) If not already, match the pitch of the roof with that of the lighthouse; 6) Widen the horizontal trim at the bottom of the roof; and 7) Suggestions: given the high costs of lumber, consider waiting until the current spike drops. Staff has no recommendation but the historical society is seeking the following: 1) Is the project acceptable to continue refining for eventual final approval by the City; 2) If so, is there any feedback from the Commissioners on the proposed project design. The Plan Commissions discussed the project and like that concept plan. **MOTION BY PAUL NEUMYER AND SECONDED BY TED NEITZKE to approve the Concept Plan as presented and would like to encourage the red tile matching roof. Motion carried (6 Aves, 1 Abstained (Ehrlich)).**

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, APPLICANT PEIFFER AUTO SERVICES INC AND MUHAMED ABDIU: City Planner Bob Harris reviewed this item with the Commissioners. He stated that the applicants would like to request a Conditional Use Grant for 922 North Wisconsin Street for a used car and automotive repair facility. The subject property has long been in various formats an automotive and car sales use but has been vacant for over one year. The applicant is proposing a similar use under the name, Port Washington Auto Sales, LLC”. On November 19, 2020, this proposal was taken up by the Plan Commission at its November meeting, the Commission reviewed the proposal and made several recommendations to the site plan. But due to no one from the applicant or property owner appearing, the item was held. The applicant were informed of the Plan Commission’s November recommendations and were as follows: 1) Because there are multiple lots on the site along with property lines that run into Wisconsin Street, the Commission recommended that a Certified Survey Map (CSM) be created to correct the lot lines by dedicating right-of-way to the WisDot for Wisconsin Street; 2) No parking of cars less than 20 feet from the south property line, (as per City code) when a commercial use abuts a residential property; 3) An annual review of compliance by the Plan Commission and Common Council of the Conditional Use Grant; 4) The proposed customer parking area should be relocated to the north side to join the employee parking; 5) The space abutting the front yard of the residence to the south should be a no parking zone; 6) No parking of vehicles beyond the areas shown on the submitted site plan that accompanied the Conditional Use application; 7) No outside storage of parts or junked or wrecked automobiles, as per Section 20.24.150 c; 8) Removal of the metal pole sign stand remnant; and 9) All signage – temporary and permanent – shall conform to the City of Port Washington Sign Code. Lastly, the Commission asked for a revised site plan to reflect the Commission’s recommendations: 1) Submittal of a revised site plan showing recommended parking areas and setbacks as specified, this may be incorporated as part of a detailed landscaping plan; 2) Submittal of a detailed, to-scale landscape plan showing landscaping (including species type) along the east, west, and south property lines in conformance with the City landscape code, Sec. 20.31; 3) The

Plan Commission asked for a 10 foot buffer along the Wisconsin Street, as per Sec. 20.24.20 E 6; 4) Confirmation that the existing lighting on-site will be utilized. If not or will be different, a lighting plan should be submitted. And 5) Hours and days of operation. The site plan submitted for this meeting has the applicant proposing to use the southern portion of the Peiffer property leaving the corner lot as is. Customer and 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 would be parked along the east side and south side property lines. The site plan submitted does not reflect the Commissioner's recommendations as requested. No exterior changes are planned. No new lighting is indicated. The landscaping is not what the Commissioners requested. Commissioners discussed this item and asked questions of the applicant. Staff recommends the Conditional Use be approved with the following conditions: 1) The front pavement abuts directly on top of the public sidewalk with no separation whatsoever. In addition, both City code and City practice has been to provide a landscaped grass buffer between a sidewalk and parking lot. If requested by the applicant, the Commission can consider a less than 10-foot buffer to match similar buffer widths nearby on Wisconsin Street. If not 10-foot, staff suggests a 50% reduction to not less than 5 foot with, as a practical matter, either simple turf grass or decorative grasses. Unless the area contains underground contamination, the use of planters is not recommended, unless they are more decorative in nature and not wooded boxes. 2) As indicated on the revised site plan, the use of arbor vitae is an acceptable landscape material and should be applied to the south and east property lines where used cars are parked. 3) No parking of cars beyond the areas shown on the submitted site plan. 4) Confirmation of days and hours of operations. 5) Confirmation of lighting – either use of existing or any changes. 6) No outside storage of parts or junked or wrecked automobiles, as per section 20.34.150 c. 7) Removal of the metal pole sign stand remnant. And 8) Used of a Certified Survey Map to consolidate multiple parcels on site and to remove current right-of-way issues along Wisconsin Street. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY TONY MATERA to denied the site plan as presented to the Plan Commission. Motion carried (5 Ayes; 1 Nay (Ehrlich); 1 Abstained (Ryer)).**

FORTHCOMING EVENTS: Santa in the Bubble is in Upper Lake Park and Christmas is next week. Merry Christmas everyone.

ADJOURNMENT: MOTION BY TONY MATERA AND SECONDED BY ROB VANDEN NOVEN to adjourn the meeting at 6:49 p.m. Motion carried unanimously.