

**CITY OF PORT WASHINGTON
PLAN COMMISSION MEETING
MINUTES
THURSDAY, MAY 20, 2021**

ROLL CALL: Mayor Theodore Neitzke IV called a duly convened meeting of the Plan Commission to order at 6:03 p.m. Member present were: City Engineer Rob Vanden Noven, Alderman Paul Neumyer, Mike Ehrlich, Eric Ryer (on the phone), Tony Matera, and Kyle Knop. Also, present was: City Administrator Tony Brown, and Planner Bob Harris. Absent and excused: None. On the phone: Lisa Woods for Prairie's Edge. Also in the audience was Alderpersons Dan Benning and Deb Postl.

APPROVAL OF MINUTES FOR THE APRIL 15, 2021: MOTION BY ROB VANDEN NOVEN AND SECONDED BY PAUL NEUMYER to approve the minutes as presented. Motion carried unanimously.

PUBLIC APPEARANCE & COMMENTS: There was none.

SPECIAL EXCEPTION REQUEST TO WIDEN A RESIDENTIAL DRIVEWAY LOCATED AT 1630 SPRUCE STREET: City Planner Bob Harris reviewed this item for the Commissioners. He stated that the applicant is proposing to expand their existing driveway to include a side parking area adjacent to the driveway proper and be situated beyond the garage door entrance. City Planner Harris reviewed the Zoning Ordinance with the Plan Commissioners. The applicants, Ann and William Fleischmann, are requesting the Special Exception to expand their driveway an additional nine feet beyond the garage door entrance to accommodate an extra parking area with additional household vehicles and decreasing the need for on-street parking, particularly in winter when parking is restricted. Section 24.030 states the criteria to be met for the Plan Commission to grant a Special Exception from the general requirements of off-street residential parking. These requirements are: 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 surrounding properties. The Special Exception appears to meet all three criteria. The applicant was present to answer any questions the Plan Commissioners might have. Staff recommends approval. **MOTION BY MIKE EHRLICH AND SECONDED BY KYLE KNOP to approve the Special Exception to widen a residential driveway by 9-1/2 feet at 1630 Spruce Street as presented. Motion carried unanimously.**

MINOR REVIEW USE ALLOWANCE FOR A LANDSCAPE CONTRACTING USE IN THE B3-BUSINESS DISTRICT LOCATED AT 485 SUNSET ROAD: City Planner Bob Harris reviewed this item for the Plan Commissioners. He stated that the Plan Commissioners are being asked to approve a use request for a landscape contracting business to locate into an existing commercial garage at 485 Sunset Road. Such use requests are subject to review and approval by the Plan Commissioners. The Subject property is one of two parcels located near the intersection of Sunset Road and County Highway C owned by the applicant which were annexed into the City of Port Washington in 2019. These two parcels consist of the applicant's residence at 1022-1035 South Division Street and the other located at 485 Sunset Road. This is a 3-acre commercial property containing a 3-bay commercial garage building constructed prior to the property annexing into the City. The proposed use is a landscape contractor, Schnappup Snow Service LLP. The owner of the business, Eric Schnappup, would use the facility to park three landscape trucks, two trailers, a skid loader, and two lawn mowers. Related activity will involve repair and maintenance of the vehicles and equipment; on-site clock-in and distribution of

employee work assignments, and equipment loading and unloading. These activities will be indoors. The applicant will continue to store landscape materials at another site. The business currently has five employees. This property is zoned B-3, General Business. Hours of operation will be: non winter months, 7 am to 7 pm; winter months, on-call plowing, hours will vary. Staff states that the use listing under the B-3 district notwithstanding, the proposed use at this location in this facility lends itself to those uses listed and Staff would consider this use meeting the spirit and intent of such uses and with the B-3 General Business district. Staff recommends the Plan Commission approve the use and approval be conditioned upon the parking, storage and maintenance of the landscaping vehicles and equipment taking place indoors along with storage of any other related landscaping materials. **MOTION BY MIKE EHRLICH AND SECONDED BY TONY MATERA to approve the Minor Review to allow landscape contracting equipment and supplies at 485 Sunset Road as presented with the conditions stated. Motion carried unanimously.**

SPECIAL EXCEPTION REQUEST FOR A SIX-FOOT TALL RESIDENTIAL FENCE IN THE SETBACK AREA LOCATED AT 701 WEST LARABEE STREET: City Planner Bob Harris reviewed this item with the Commissioners. He stated that the applicant is requesting to erect a six-foot, wooden fence on the south and east sides of her property. This property is a duplex located on the southwest corner of Larabee and Maple Street. The request requires a Special Exception because the east portion of the fence would be within the building setback area where such fences are required to be four-feet tall or less. In addition, the applicant would place the fence three feet from the south property line for landscaping. The purpose of the request for a six-foot fence is to prevent the applicant's dog from clearing a shorter fence – it is a type of breed that is active and able to scale a four-foot height. In addition, the applicant also cares for foster dogs at times. The site is a corner property but more unique is the very small backyard on the southern portion of the property – even for a corner lot. The backyard is approximately 7 feet in width necessitating greater use of the Maple Street facing yard which is 25 feet in width. Adjacent to the property are residences to the west and south. To the north is the former Simplicity industrial site, and to the east is a car wash. Both Simplicity site and the car wash lack any buffering or landscaping facing the neighborhood. The property is zoned RM-1, Residential. On a corner lot the setbacks are 25 feet on the Larabee Street side and 25 feet on the Maple Street side. After an additional meeting with the applicant, the applicant has decided that a five-foot fence would be a reasonable height and still maintain security against dogs scaling over the top of the fence. The applicant also desires a low to now maintenance type landscaping such as arbor vitae or similar plantings. Staff recommends granting the Special Excepting for a five-foot tall fence with a six-foot east setback and the installation of landscaping for the sidewalk facing side of the fence. **MOTION BY TONY MATERA AND SECONDED BY MIKE EHRLICH to approve a five-foot fence with a six-foot setback with landscaping as presented and to check the ordinance on how many dogs are allow on a property. Motion carried unanimously.**

SPECIAL EXCEPTION REQUEST FOR AN ELECTRONIC MESSAGE CENTER (LED SIGN) IN THE RS4-RESIDENTIAL DISTRICT LOCATED AT 1800 NORTH WISCONSIN STREET: City Planner Bob Harris reviewed this item with the Commissioners. He stated that St. John XXIII parish and school wishes to add an approximately 6' x 3' electronic message center board or LED sign to the top of its existing monument sign which faces North Wisconsin Street at the main entrance to the school and church. This item is a Special Exception because signs of this nature are currently permitted only in Business zoning district such as B-1, B-2, B-3, and B-4. The subject property is zoned RS-4, Residential, as is commonplace for institutional uses such as schools and houses of worship. The proposed sign meets the current size requirements. Sec. 220.29.080 prohibits animation, flashing, or other districting features such as rolling, and scrolling images or text. This is not a unique request. There are signs of this type and for this use in non-business zoning districts at multiple PWSSD schools

and at least one other church in the City. Staff recommends approval with the following conditions: 1) The electronic message center shall be required to have an operable automatic ambient light dimming sensor or similar; 2) Sign images and text shall remain fixed and static for a period of not less than 30 seconds; and 3) Sign images and text shall not roll, scroll, flash, or contain any other type of movement or appearance of movement. The Plan Commissioners discussed this item. Several Commissioners discussed that the Plan Commission recommend prohibiting LED signs last year and did not want to see this type of sign at the entrance to the City. Some Commissioners wanted to table this item and have more research done. Members from St. John XXIII were present in the audience. **MOTION BY MAYOR THEODORE NEITZKE IV AND SECONDED BY MIKE EHRLICH to approve the Special Exception request for an electronic message center (LED sign) as presented. Motion denied (3 Ayes (Knop Neitzke, Ehrlich) 4 Nays (Vanden Noven, Matera, Neumyer, Ryer)).**

SPECIAL EXCEPTION REQUEST FOR A SIX-FOOT SETBACK FOR A NEW SINGLE-FAMILY RESIDENCE IN THE CCM-CENTRAL CITY MIXED ZONING DISTRICT LOCATED AT 306 NORTH MILWAUKEE STREET: City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that the Subject property is located at the northeast corner of West Washington Street and North Milwaukee Street, upon which is an existing single-family structure. The applicants plan on razing the existing structure and construct a new single-family residence on the existing lot, there is no land division or combination involved. The Plan Commission is being asked to consider and approve a Special Exception request to reduce the required front setback on North Milwaukee Street from 20' to 6' in order to build the planned residence. The site is challenging and unique. A significant change in grade exists along the eastern portion of the lot effectively making half of the lot unbuildable. The zoning of this property is CCM-Central City Mixed. As such, the front setback on Milwaukee Street is 20 feet. Staff recognizes the unique and challenging nature of the Subject property. Combined with the condition of the existing house, the setback of the adjacent house, the overall character of the neighborhood, specifically the smaller front setback, the request presents an opportunity to maintain this traditional neighborhood street wall and to improve a visible property by replacing an aging and deteriorating structure with a new single-family home. Staff recommends approval. **MOTION BY MIKE EHRLICH AND SECONDED BY TONY MATERA to approve the Special Request for a six-foot setback for a new single-family residence in the CCM-Central City Mixed Zoning District located at 306 North Milwaukee Street as presented. Motion carried unanimously.**

SPECIAL EXCEPTION REQUEST TO CONVERT AN EXISTING DETACHED GARAGE INTO A SHED OVER 150 SQUARE FEET IN AREA LOCATED AT 418 NORTH JOHNSON STREET: City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that this is a Special Exception request to convert an existing detached garage into a shed that is over 150 square feet in area which is located at 418 North Johnson Street but the actual garage/shed is located on Powers Street. The applicants reside at 418 North Johnson Street which includes two adjacent vacant parcels that were recently combined into one lot via a CSM for the purpose of constructing a breezeway and a two-car attached garage on the south end of the residence. This addition and garage will front on Johnson Street. A detached garage currently exists on the rear of the property facing Powers Street. With approval of the attached garage, the existing garage will need to be either razed or converted to a conforming shed/accessory structure, as a property may not have more than one garage as per Section 20.11.020. In the City of Port Washington, a shed may not be greater than 150 square feet. The existing detached garage is 400 square feet. The applicant is requesting the Plan Commission approve a Special Exception to allow for the existing detached garage to be converted to a shed but maintain the existing square footage. This property is regulated by three zoning districts: 1) The bae zoning is CCM, Central City Mixed; 2) An OPD, Overlay Planned Development; and 3) The entirety of the neighborhood is

within the Mariner's Pointe Neighborhood Preservation District (NPD). The NPD requires the Design Review Board and Plan Commission review prior to any new construction or razing to take place. In addition to allowing one garage per lot and sheds to be not more than 150 square feet, Sec. 20.11.020(8) holds that if a premise has an existing attached garage, no detached garage shall be permitted except under the following conditions: 1) The existing driveway shall be removed and landscaped; 2) The garage doors shall be removed and remodeled. Note, the above language refers to an existing attached garage and a proposed detached garage condition. The matter before the Commission is a reversal of the code language but the Building Inspector interprets this language to apply both ways. The existing garage has been in place for over 50 years and the applicant has added cedar shiplap siding to match the house, custom cedar doors, and a lean-to-shed integrated with the backyard landscaping. The applicant is proposing to keep the existing structures in place but will remove one of the sliding doors, wall in that space, remove the driveway, approach and curb cut, and create a patio and rock garden in place of the driveway. Staff recommends the Plan Commission allow the existing detached garage to be converted to a shed and maintain the existing square footage. Staff also recommends the following conditions of approval: 1) Remove one of the sliding doors and appropriately remodel the space; and 2) Remove the driveway, approach, and curb cut opening; and replace with turfgrass or other landscaping. **MOTION BY KYLE KNOP AND SECONDED BY TONY MATERA to approve the Special Exception request to convert an existing detached garage into a shed over 150 square feet in area located at 418 North Johnson Street and remove one of the sliding doors and appropriately remodel the space, remove the driveway, approach, and curb cut opening and replace with turfgrass or other landscaping. Motion carried unanimously.**

CONSIDERATION AND POSSIBLE ACTION ON A CERTIFIED SURVEY MAP ON A PROPOSED LAND DIVISION LOCATED ON THE WEST SIDE OF SOUTH LAKE SHORE ROAD AND NORTH OF STONECROFT DRIVE: City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that the subject Certified Survey Map will divide a 173-acre parcel into two lots: a new 3.8-acre parcel fronting along South Lake Shore Road with no other change to the large parcel. The purpose for the CSM is related to the recently approved Cedar Vineyard mixed use subdivision located on the east side of South Lake Shore Road. Lot 1 on the CSM will be dedicated for the proposed winery. A future roadway is planned to connect Lot 2 with South Lake Shore Road as a part of any future development. To avoid a landlocked Lot 2, the future roadway is designated as an ingress and egress easement. Staff recommends the Plan Commission approve the Certified Survey Map with the condition of spelling the Mayor's name correctly, Theodore, and swapping out page 2 to for another page that was handed out at the Plan Commission meeting. The applicant is present if there were any questions to be answered. **MOTION BY TONY MATERA AND SECONDED BY MIKE EHRLICH to approve the Certified Survey Map as presented and with the conditions noted. Motion carried unanimously.**

FORTHCOMING EVENTS: There will be a High School Graduation parade in Port Washington

ADJOURNMENT: MOTION BY TONY MATERA AND SECONDED BY ROB VANDEN NOVEN to adjourn the meeting at 7:02 pm. Motion carried unanimously.