

**CITY OF PORT WASHINGTON
PLAN COMMISSION MEETING
MINUTES
THURSDAY, JUNE 17, 2021**

ROLL CALL: Mayor Theodore Neitzke IV called a duly convened meeting of the Plan Commission to order at 6:01 p.m. Member present were: City Engineer Rob Vanden Noven, Alderman Paul Neumyer, Mike Ehrlich, Eric Ryer, Tony Matera, and Kyle Knop. Also, present was: Planner Bob Harris. Absent and excused: City Administrator Tony Brown. On the phone: None. Also in the audience was Alderpersons Dan Benning and Deb Postl.

APPROVAL OF MINUTES FOR THE MAY 20, 2021: MOTION BY MIKE EHRLICH AND SECONDED BY PAUL NEUMYER approve the minutes as presented. Motion carried unanimously.

PUBLIC APPEARANCES & COMMENTS: There were none.

SPECIAL EXCEPTION- REQUEST FOR A BALCONY ENCROACHMENT SIX FEET INTO THE FRONT SETBACK WHEREAS 25 FEET IS REQUIRED LOCATED ON THE WEST SIDE OF NORTH MILWAUKEE STREET AND NORTH OF WEST MAIN STREET: City Planner Bob Harris reviewed this item for questions the Commissioners. He stated that the subject property is a 60' x 70' vacant parcel located on North Milwaukee Street north of the unimproved West Main Street right of way. The Plan Commission is being asked to consider and approve a Special Exception request to reduce the required front setback (North Milwaukee Street setback) from 25' to 19' to accommodate two projecting balconies for each of the two planned residential units. A significant change in grade exists along the western portion of the lot effectively making half of the lot unbuildable or buildable with use of a retaining wall, as is the case with this project. The primary structure itself will meet the required 25' setback, only the projecting balconies are a part of this front setback Special Exception request. The existing setback for the residence to the immediate south is approximately 22', it does not contain balconies or any other projections. There are three residences one block south, also on the west side of North Milwaukee Street. The front setbacks for these residences range from zero to 10'; two of the three residences are approximately zero. The zoning for the subject property is RM-1, Multi-Family Residential. As such, the front setback on North Milwaukee Street is 25'. All other zoning requirements for the structure conform to the RM-4 requirements. Staff recognizes the unique and challenging nature of the Subject property along with the varying and much shorter setbacks along this portion of North Milwaukee Street as does not view the setback request as contrary to the surrounding building context. Neighbors were notified by mail regarding this special exception. The Commissioners discussed this item. Staff recommends approval. **MOTION BY PAUL NEUMYER AND SECONDED BY ROB VANDEN NOVEN to approve the Special Exception to reduce the front setback on North Milwaukee Street from 25 feet to 6 feet for the two balconies on this project as requested. Motion carried unanimously.**

PORT WASHINGTON SIGN CODE – DISCUSSION AND POSSIBLE ACTION RELATED TO SECTION 29 OF THE PORT WASHINGTON ZONING CODE RELATED TO CHANGEABLE COPY SIGNS (ELECTONIC MESSAGE CENTER SIGNS (EMC)) AND SIGNS IN THE B-4 CENTRAL BUSINESS DISTRICT AND CCM-CENTRAL CITY MIXED DISTRICT: City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that the Plan Commission is being asked to revisit changes to the City's sign code (Section 20.29) to further regulate Electronic Message Center (EMC) and (a/k/a LED signs) in the City of Port Washington. Staff is also including two other suggested changes including amending the size and illumination regulations for monument signs in the B-4, Business and CCM, Central City Mixed zoning districts. The issues and recommendations presented here are for discussion and direction. It is Staff's intent to inform the Common Council of the Commission's input and allow for the Council to react and provide any additional direction if desired. Following this direction, Staff will prepare a Draft ordinance for review and consideration at the next available meeting cycle. City Planner reviewed the background for this item.

The Common Council approved slight changes for monument signs but not the prohibition of EMC signs. City Planner Harris reviewed the existing LED sign regulations with the Plan Commissioners and what type of zoning those signs could be placed and their regulations. The City Planner reviewed the regulations for LED signs for schools and churches. He then reviewed various communities sign policies with the Commissioners. The Plan Commissioners reviewed the various communities' policies and discussed what was liked and not liked. It is Staff's opinion that the City's regulations regarding EMC signs are no longer relevant to these sign types: today's EMC signs are specifically designed to scroll, roll, flash, or otherwise distract making code enforcement an ongoing issue by permitting such signs with the condition to not scroll, roll, flash, etc. The City Planner reviewed the changes to the sign code for the Commission to consider: 1) Location: Current Code: All Business zoning districts (B-1, B-2, B-3, B-4), Suggested: B-1, B-2, and B-3. Plus, schools and houses of worship; 2) Sign Types: Current Code: Must be a part of any approved and permanent sign type. Suggested: EMCs only permitted when integrated with a masonry type monument sign; 3) Sign Size / Area: Current Code: 24 square feet maximum. Suggested: Consider one of the following maximum sizes: 10 square feet maximum or 16 square feet maximum; 4) Sign Height: Current Code: As part of any approved sign type / Up to 12 feet. Suggested: A six-foot monument sign; 5) Illumination: Current Code: Not to exceed 60-foot candles when measured with a standard light meter held perpendicular to the sign face at a distance of ten inches. Suggested: The International Sign Association recommends not more than 0.3 footcandles at night and all approved EMCs contain an ambient light sensor to automatically dim according to ambient light conditions. Such sensors can program the sign to comply with the 0.3 level; 6) Display Time and Background: Current Code: None. Suggested: 1 frame per 30 seconds and require a failure to black background screen; and 7) Maintain the prohibition on scrolling, rolling, blinking, movement, or appearance of movement of text or images. Other Suggested Changes: Monument Sign Requirements in the B-4 (Downtown) and CCM Zoning districts: 1) Limit monument sign heights from 8-feet to 6-feet to match ground mounted sign heights; 2) Accordingly, limit area size from 60 square-feet to 48 square-feet; 3) Eliminate the 40% masonry base size requirement; and 4) Signage to be externally lit only. Commissioners discussed this item and gave their thoughts to the City Planner. The City Planner will take all the feedback and prepare a Draft ordinance. This item is for discussion only.

DISCUSSION ITEM – UPDATE TO THE PLAN COMMISSION AND DISCUSSION ON THE DRAFT FUTURE LAND USE: City Planner Bob Harris reviewed this item with the Commissioners. He stated that this item is for discussion only; no action is required. Staff will update the Commission on the status of the Future Land Use Plan, the ability for public review and comment, feedback received, and an opportunity for collective Commission feedback. Over the course of the last year and this year an update to the City's future land use map section of its Comprehensive Plan has been underway. As of last month, a Draft future land use map and accompanying text document containing related policy and development recommendations have been created and shared via the City's public website and the City's Facebook page to invite review and input. Staff is using the opportunity to update the Commission on this project to gain additional public exposure and invite further input from the public and Commission members. Ideally, Staff would ask Commission member to consider the following questions: 1) As indicated in the document, seven "opportunity" or sites susceptible to change are identified. Does the future land use map reflect a desired or higher or better land use for these sites? 2) The undeveloped lands designated for future residential use are for the most part projected for Medium Density Residential, reflective of the typical size and density of subdivisions developed over the past 20+ years. Is there a desire or an ability to accommodate more smaller lot, traditional neighborhood development patterns in any future residential developments? And 3) Does the Commission have any additional input? The Commission will review the final Draft document and provide a formal recommendation to the Common Council. This is anticipated to occur not later than August. The Plan Commissioners discussed this item and gave some input to the City Planner. This item is for discussion only.

FORTHCOMING EVENTS: The Mayor reported that he and the City Administrator had been visiting various businesses in the city to discuss what the city can do for them. He stated that they have discussed employment issues and growth among other items. They plan to continue their visits with City Business.

ADJOURNMENT: MOTION BY TONY MATERA AND SECONDED BY ROB VANDEN NOVEN to adjourn the meeting at 7:30 pm. Motion carried unanimously.