

**CITY OF TWO RIVERS
PLAN COMMISSION
January 11, 2016**

MINUTES

The meeting was called to order by Chairman Buckley at 5:32 PM.

Present: Chairman Gregory Buckley, David England, City Engineer Jim McDonald, Jayne Rulseh and Adam Wachowski.

Absent and excused: Vince Alber and Adam Becker.

Also present: Bill Rexses, Mike Schwarz and Vicky Berg, Recording Secretary.

Review request for a time extension to complete site improvements at 2005 Hawthorne Avenue, submitted by Bill Rexses d/b/a Yardscapes, LLC (owner)

Commissioner England noted the timeline submitted is responsive and reasonable.

Motion by Commissioner McDonald and seconded by Commissioner England to grant an extension to complete site improvements in accord with the following timeline:

- (a) Prior to November 4, 2016:
 - Install the six-foot berm surrounding the topsoil and topsoil/tree piles in the rear yard
 - Install a portion of the gravel based providing access to the topsoil/tree piles, three decorative stone/mulch bins along the west property line and access to the rear of the building for trailer/equipment parking
 - Install the six-foot privacy fence along the back of the west and south sides of three existing stone/mulch bins along the west property line
- (b) Prior to November 4, 2017:
 - Install remainder of gravel base in the northwest corner of the property
 - Install remaining decorative stone/mulch bins along the west property line
 - Install remainder of the six-foot privacy fence along the west property line
- (c) Prior to November 4, 2018:
 - Install remaining gravel base providing access to the topsoil/tree piles in the rear yard
 - Install decorative stone/mulch bins along north property line
 - Install the six-foot privacy fence along the north property line

Upon a voice vote, motion carried

It was noted fencing adjacent to any residential use shall be installed if the existing tree buffers are removed or diminished as described in Conditional Use Permit 2013-07, dated November 4, 2013.

Review request for a Conditional Use Permit to allow outdoor storage of recreational vehicles at 1910 - 20th Street, requested by Manitowoc County (owner) and Richard Carey d/b/a Chard International (tenant)

Mr. Carey has an agreement with Manitowoc County to use the property. Mr. Carey has allowed K&L Enterprises and the adjacent property owner at 1909 - 20th Street to store recreational vehicles in a portion of the southeast quarter of the property.

Motion by Commissioner Wachowski and seconded by Commissioner Rulseh to recommend approval and forward to Council for public hearing with the following conditions:

- (a) This Permit shall be come effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
- (b) This Permit shall be void unless property application, pursuant to the Building and Zoning Codes of the Municipality, for appropriate Building and Zoning Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
- (c) This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
- (d) Any substantial change or expansion of the facilities permitted by the initial issuance of the Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
- (e) This Permit is granted specifically to Richard Carey d/b/a Chard Development.
- (f) This Permit shall lapse upon a change in tenancy or should the property, now owned by Manitowoc County, be sold to another party other than Mr. Carey. This Permit may be reissued only after proper application is made to the City as if this Permit was being issued anew.

Conditions of Operation:

- (1) All recreational vehicles shall be licensed and roadworthy.
- (2) The recreational vehicles shall not be occupied at any time.
- (3) There shall be no storage of equipment or parts.
- (4) Storage of recreational vehicles is limited to area shown on attached Site Plan.

(5) Signage in accord with the City's Sign Code.

Upon a roll call vote, Ayes (4): Buckley, England, Rulseh and Wachowski; Noes (0); Abstained (1): McDonald. Motion carried.

Review request for a Conditional Use Permit to operate a drive-thru facility serving Marietti's Deli and Pub at 1509 Washington Street, submitted by Michael Schwarz, Anchors Away, LLC (owner)

Mr. Schwarz noted the drive-thru will be initially used for pick-up orders placed in advance, but would like the option to install a menu board in the future. It was determined the drive-thru component would cover both options.

It was also noted there are currently three (3) drive-thru lanes. Mr. Schwarz intends to use the lane closet to the building. The remaining two lanes and a portion of the canopy may be removed in the future.

Motion by Commissioner Wachowski and seconded by Commissioner McDonald to recommend approval and forward to Council for public hearing with the following conditions:

- (a) This Permit shall be come effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
- (b) This Permit shall be void unless property application, pursuant to the Building and Zoning Codes of the Municipality, for appropriate Building and Zoning Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
- (c) This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
- (d) Any substantial change or expansion of the facilities permitted by the initial issuance of the Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
- (e) This Permit is specifically issued to Michael P. Schwarz, Member of Anchors Away, LLC (property owner) d/b/a Mariett's Deli & Pub and shall lapse upon a change in ownership of the subject premises.
- (f) Inspection by the Two Rivers Fire Department prior to opening for business
- (g) Signage in accord with the City's Sign Code.

Upon a roll call vote, Ayes (5): Buckley, England, McDonald, Rulseh and Wachowski; Noes (0). Motion carried.

Notice of Special Meeting of the City Council and Plan Commission to review the City's Comprehensive Plan, Harbor Master Plan and/or Waterfront Master Plan on Monday, January 25, 2016 at 6:00PM in the Council Chambers, Third Floor City Hall

Chairman Buckley extended an invitation to those Plan Commissioners able to attend the January 25, 2016 City Council work session.

Discuss possible Special Meeting of the Plan Commission to review a proposed amendment to the Site Plan for Washington Highlands Planned Unit Development (PUD) to replace three duplex buildings (six units) with one 8-unit building, and review the Site and Architectural Plans for the aforementioned 8-unit building. Possible meeting dates include January 26, 27 or 28, February 2, 3 or 4.

Chairman Buckley noted the plans were to be presented at tonight's meeting, but have not been finalized by the architect. The City Council amended the Development Plan for the PUD in August 2015 provided plans are submitted in a timely manner for the 8-unit building.

Kwik Trip Site and Architectural Plans for the new store will be submitted review at the April regular meeting.

Discussions continue with the Department of Transportation and Railroad Company regarding access from Memorial Drive to the Roosevelt Avenue site.

No updates available for the former Hamilton or Paragon sites.

At 6:10 PM motion by Commissioner McDonald and seconded by Commissioner England to adjourn. Upon a voice vote, motion carried.

Vicky Berg, Recording Secretary