

**CITY OF TWO RIVERS
PLAN COMMISSION
July 10, 2017**

MINUTES

The meeting was called to order by Chairman Buckley at 5:30 PM.

Present: Chairman Gregory Buckley, David England, Rick Inman, Connie Louden, City Engineer Jim McDonald and Jayne Rulseh.

Absent and excused: None. (one vacant position)

Also present: Nancy Nabak, Larry Veldre, Bonnie Shimulunas, Councilmember and Vicky Berg, Recording Secretary.

Chairman Buckley welcomed Commissioners Louden and Inman to the Plan Commission.

Review extraterritorial Certified Survey Map to create Lot 1 (1.42 acres) in the Southwest 1/4 of the Northwest 1/4 of Section 13, Town 20 North, Range 24 East, in the Town of Two Rivers, submitted by June Pasch (owner)

Motion by Commissioner McDonald and seconded by Commissioner England to approve the Certified Survey Map subject to any requirements of the Town of Two Rivers or Manitowoc County. Upon a voice vote, motion carried.

Review request for a proposed double-sided ground sign located in the front yard at 3000 Hawthorne Avenue, submitted by Woodland Dunes Nature Center (owner)

Motion by Commissioner Louden and seconded by Commissioner McDonald to recommend approval and forward to Council. Upon a roll call vote, Ayes (6): Buckley, England, Inman, Louden, McDonald and Rulseh; Noes (0). Motion carried.

Consider a request to change the zoning at a vacant lot and the northwest corner of 35th Street and Lincoln Avenue from R-4 Multiple Family Residence District to B-2 Business District, submitted by Laris Veldre (owner) and Mike Yelmene (buyer)

Access to any future building would be from 35th Street. Mr. Yelmene has no current timeline for construction. Mr. Yelmene shall apply for a Conditional Use Permit and Site and Architectural Plan Review by the Plan Commission prior to construction.

Motion by Commissioner McDonald and seconded by Commissioner Rulseh to recommend the change in zoning from R-4 to B-2 and forward to Council for public hearing. Upon a roll call vote, Ayes (6): Buckley, England, Inman, Louden, McDonald and Rulseh; Noes (0). Motion carried.

Recommendation regarding proposed lease/sale of City-owned property at 2608 Wilson Street to Riverside Seafood, Inc.

Chairman Buckley explained the property is intended for lease to Riverside Seafood and future sale provided certain improvements to create the parking lot will be made.

Motion by Commissioner England and seconded by Commissioner McDonald to recommend to approve and forward to Council. Upon a roll call vote, Ayes (6): Buckley, England, Inman, Loudon, McDonald and Rulseh; Noes (0). Motion carried.

Consider request for a Conditional Use Permit for the construction of a parking lot in the R-3 Single and Double Family Residence District at 2608 Wilson Street intended to be leased/sold to Riverside Seafood, Inc., submitted by the City of Two Rivers (owner) and Riverside Seafood, Inc. (applicant)

Discussion included adding a provision that the parking lot shall be paved and striped within 4 years; the parking lot may not be used until the landscaping and privacy fence is in place; and the privacy fence shall be maintained in a good state of repair or be replaced.

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

1. This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
2. This Permit shall be void unless proper application, pursuant to the Building and Zoning Codes of this Municipality, for appropriate Building and Zoning Use Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
3. This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
4. Construction and operation of the use permitted shall be in strict conformity to the approved Site and Landscaping Plans filed in connection with the Petition for this Permit and such plans are incorporated herein by reference as if set forth in detail herein.
5. Any substantial change or expansion of the facilities permitted by the initial issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
6. This Permit is specifically issued to the City of Two Rivers and Riverside Seafood, Inc. and shall lapse upon a change in ownership or tenancy of the subject premises.
7. Conditions of Operations:
 - a. The parking lot may not be used until all landscaping and the privacy fence is in place as shown on the approved plan.

- b. All landscaping plantings shall be maintained and kept in good health or be replaced; and, all landscaped areas shall be maintained in such a manner to be free of weeds.
- c. The privacy fence shall be maintained in a good state of repair or be replaced.
- d. The parking lot shall be paved and striped within 4 years.
- e. Signage in accord with the City's Sign Code

Upon a roll call vote, Ayes (6): Buckley, England, Inman, Louden, McDonald and Rulseh; Noes (0). Motion carried.

Review Site and Landscaping Plans for proposed parking lot at 2608 Wilson Street, submitted by the City of Two Rivers (owner)

Discussion included that the driveways should be concrete prior to use of the parking lot.

It was noted the parking spaces shown on the plan do not meet the minimum length of 20 feet as required by ordinance and should be revised.

It was also noted a Lighting Plan is not included with this submission. The owner shall submit a Lighting Plan for Plan Commission review for any future parking lot lighting prior to installation.

Motion by Commissioner England and seconded by Commissioner Inman to table to a special meeting or the next regular meeting to review the revised plan. Upon a voice vote, motion carried.

Chairman Buckley suggested the Commission revisit the motion for the Conditional Use because the Site and Landscaping Plan is incorporated into the Conditional Use by reference and should be presented to Council at the same time.

Motion by Commissioner McDonald and seconded by Commissioner England to table the request for the Conditional Use to a special meeting or the next regular meeting to allow for the Site and Landscaping Plans to be revised. Upon a voice vote, motion carried.

Consider proposed text amendment to add "Event Facility/Assembly Hall" as a Conditional Use in the R-4 Multiple Family Residence District

Motion by Commissioner Louden and seconded by Commissioner England to recommend approval and forward to Council for public hearing. Upon a roll call vote, Ayes (6): Buckley, England, Inman, Louden, McDonald and Rulseh; Noes (0). Motion carried.

Continue discussion regarding a possible code amendment related to the keeping of animals as a permitted use on larger sized residential parcels in the City

Commissioner England would like the Commission to receive the Manitowoc County zoning guidelines for rural residential, Appendix C listing animal units and the County's definition of farm livestock and household livestock.

Motion by Commissioner England and seconded by Commissioner McDonald to table.
Upon a voice vote, motion carried.

The Council has referred a request from Councilmember England to revisit the City ordinance related to front yard gardening

Motion by Commissioner England and seconded by Commissioner McDonald to table.
Upon a voice vote, motion carried.

At 7:00 PM motion by Commissioner England and seconded by Commissioner Inman to adjourn.
Upon a voice vote, motion carried.

Vicky Berg, Recording Secretary