

**CITY OF TWO RIVERS
PLAN COMMISSION
September 15, 2016**

MINUTES

The meeting was called to order by Chairman Buckley at 5:35 PM.

Present: Adam Becker, Chairman Gregory Buckley, David England, Kay Koach, Jayne Rulseh and Adam Wachowski.

Absent and excused: City Engineer Jim McDonald.

Also present: Eric Braun, Jeff Dewane, Don Karman, Dave Morgan, Stanley Palmer, Aubrey Wood, Mark Bittner, Councilmember; and Vicky Berg, Recording Secretary.

Consider request for a Conditional Use Permit to establish "Aubrey's Cheesecake Express", a food preparation business as a home occupation, in the R-2 Single and Double Family Residence District at 2106 - 43rd, Street, submitted by Aubrey Wood (owner)

Ms. Wood confirmed all orders shall be delivered to clients and baking supplies shall be delivered by UPS.

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

- (a) This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
- (b) This Permit shall be void unless proper application, pursuant to the Building and Zoning Code of this Municipality, for appropriate Building and Zoning Use Permits in conformity to this Permit, is made within twelve (12) months from 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) Construction and operation of the use permitted shall be in strict conformity to the approved 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.
- (e) 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.
- (f) This Permit is specifically issued to Aubrey Wood, d/b/a Aubrey's Cheesecake Express, and shall lapse upon a change in ownership of the subject premises.

- (g) Conditions of Operation:
- (1) Hours of operation: Monday - Friday, 12PM - 5PM; Saturday, 9AM - 6PM. No Sunday operations.
 - (2) Ms. Wood shall obtain and maintain a license from the Manitowoc County Health Department. A copy of said license shall be provided to the City upon initial issuance and all subsequent renewals.
 - (3) Inspection by the Two Rivers Fire Department prior to opening for business.
 - (4) Signage shall be in accord with the City Sign Code for Home Occupations.

Upon a roll call vote, Ayes (6): Becker, Buckley, England, Koach, Rulseh and Wachowski; Noes (0). Motion carried.

Consider request to amend the City's Year Comprehensive Plan Land Use Map to change the land use designation from "Government/Institutional/Utilities" to "Commercial and Service Business" for the former St. Peter the Fisherman School at 1322 - 33rd Street, submitted by St. Peter the Fisherman Parish (owner)

Mr. Karman stated the this would enable the former school to be marketed to a broader range of potential buyers.

The property is currently tax-exempt. Based on the use of the property, the property may change to a taxable property upon a change of ownership.

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

Consider a request to change the zoning from R-1 Single Family Residence District to Office/Service Business (OSB) District for the former St. Peter the Fisherman School at 1322 - 33rd Street, submitted by St. Peter the Fisherman Parish (owner)

Motion by Commissioner Wachowski and seconded by Commissioner England to recommend approval and forward to Council for public hearing subject to Council adopting the Comprehensive Land Use Map Amendment. Upon a roll call vote, Ayes (6): Becker, Buckley, England, Koach, Rulseh and Wachowski; Noes (0). Motion carried.

Review Site, Architectural, Landscaping and Lighting Plans for the new 14,562 square foot Holy Family Memorial Lakefront Campus medical clinic between Roosevelt Avenue and Memorial Drive/STH 42, submitted by Holy Family Medical Center (owner)

Mr. Braun noted this project is being undertaken in an effort to consolidate Holy Family Memorial campuses.

Chairman Buckley noted the Metro bus route has been reconfigured to include the HFM Clinic, Columbus Street Industrial Park and Neshotah Park and Beach.

Chairman Buckley also provided an overview of discussions with the Department of Transportation to obtain connection of the future street with Memorial Drive to allow access to the clinic from southbound traffic on STH 42/Memorial Drive.

Motion by Commissioner England and seconded by Commissioner Wachowski to approve the plans subject to the following:

- (a) Requirements of the City Engineer related to infrastructure, stormwater managements and driveways.
- (b) Requirements of the Fire Department.
- (c) Submit a signage plan for Plan Commission review at a later date.
- (d) Revising the Lighting Plan to provide specific on-site lighting at the two driveways intersecting Roosevelt Avenue and Lakefront Way (shown as future 9th Place on the Site Plan) and verify that light poles will not exceed 20 feet in height
- (e) Providing a few additional ornamental trees in the lawn area along the north edge of the Roosevelt Avenue parking lot.
- (f) Consider revising the canopy driveway exit lane to align with the main east-west driveway.
- (g) Consider enlarging the radii on the entrance canopy island to accommodate bus vehicle movements.
- (h) Verify that new deciduous trees will have a trunk diameter at planting of at least 2" - 2 1/2".

Upon a roll call vote, Ayes (6): Becker, Buckley, England, Koach, Rulseh and Wachowski; Noes (0). Motion carried.

Review the Landscaping and Lighting Plans for the Harbor Park Shelter at 1145 Harbor Street

Mr. Palmer and Mr. Bittner noted the park and future shelter building is a wonderful improvement to the waterfront.

Discussion continued regarding the timeline for landscaping to be complete.

Motion by Commissioner Koach and seconded by Commissioner Rulseh to approve the plans with landscaping to be complete prior to the end of spring 2017. Upon a roll call vote, Ayes (6): Becker, Buckley, England, Koach, Rulseh and Wachowski; Noes (0). Motion carried.

Review and Discuss the Fisher-Hamilton Site Redevelopment Strategy and Waterfront Access Concept Plan prepared by SmithGroup JJR/Foth

Commissioner England would like to see a pedestrian mall incorporated into the plan.

Discussion included concerns with plan details including: designating green space, parking areas, handicapped accessibility, design of certain blocks with parking in the middle, maintenance of tiered grass areas, taking back streets and creating a standard grid system may deter a large redevelopment project from approaching the City with a redevelopment prospect.

It was suggested the plan could include some principle guidelines to respect nearby business and residential districts, be environmentally friendly, be sustainable and practical for maintenance purposes, be a quality design, bike/pedestrian trail connectivity and handicapped access.

It was noted the plan is conceptual and specific details related to redevelopment may be based on the type and size of any proposed redevelopment project. This plan provides a vision allowing the City to move forward.

Consider an Amendment to the City's 20-Year Comprehensive Plan to incorporate the Fisher-Hamilton Site Redevelopment Strategy and Waterfront Access Concept Plan

Motion by Commissioner England and seconded by Commissioner Koach to recommend approval of the Concept Plan and recommend amending the Comprehensive Plan to incorporate the Concept Plan; and forward to Council for public hearing.

A friendly amendment made by Commissioner England and seconded by Commissioner Koach noting subsequent action by the Commission at a future meeting to create guideline principles to assist the City in implementation of the Concept.

Upon a roll call vote, Ayes (6): Becker, Buckley, England, Koach, Rulseh and Wachowski; Noes (0). Motion carried.

Status Report - 1717 Columbus Street

Ms. Berg noted the August 30, 2016 deadline has passed and the four (4) trees shown on the approved Site Plan have not been planted. Ms. Berg explained the Commission may opt to take no action or enforce the provisions of the Conditional Use Permit. Enforcement would include notifying the owner by mail of the violation, providing a timeline to comply and noting that failure to comply may result in penalties as described in ordinance 1-1-7.

Motion by Commissioner Rulseh and seconded by Commissioner England to direct staff to notify the property owner, provide a final deadline to plant the trees by November 1, 2016 and notify the owner of the penalty should the trees remain unplanted.

Upon a roll call vote, Ayes (4): Becker, Buckley, England and Koach; Noes (0). Abstain (1): Wachowski. Motion carried.

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

Vicky Berg, Recording Secretary