

MINUTES OF THE
OAK CREEK PLAN COMMISSION MEETING
TUESDAY, APRIL 26, 2011

Acting Chairman Michalski called the meeting to order at 7:00 p.m. The following Commissioners were present at roll call: Commissioner Dickmann, Commissioner Johnston, Commissioner Cassista, Commissioner Bukiewicz, Commissioner Michalski, Commissioner Nowak and Commissioner Chandler. Mayor Bolender and Commissioner Correll were excused. Also present was Jeff Fortin Planner.

Significant Common Council Actions

There were no comments or concerns from the Commission.

Commissioner Dickmann moved to approve the minutes of the March 22, 2011 regular Plan Commission meeting. Commissioner Bukiewicz seconds. Roll call, all voted aye. The minutes were approved as submitted.

Certified Survey Map – Brad Schmidt
7981 S. 20th Street
Tax Key No.: 810-9999-001

Mr. Fortin explained to the Plan Commission the owner of the property at 7981 S. 20th Street was requesting approval of a certified survey map that would divide the property into 2 lots. Lot 1 and the house on that lot will be retained by the current owner. Outlot 1 will be sold to Northwestern Mutual. As part of this certified survey map the property owner will be dedicating additional right-of-way to the City of Oak Creek along W. Drexel Avenue and S. 20th Street.

Commissioner Nowak moved that the Plan Commission recommend that the Common Council approve the certified survey map submitted by Brad Schmidt for the property at 7981 S. 20th Street, subject to any technical corrections being made prior to recording.

Commissioner Bukiewicz seconds. Roll call, all voted aye. The motion to approve carries.

Temporary Use – Westview Garden Center
7501 S. Howell Avenue
Tax Key No.: 782-9036

Mr. Fortin explained to the Commission Westview Gardens was requesting a temporary use permit that would allow them to operate a temporary garden center in the parking lot of Classic Lanes at 7501 S. Howell Avenue.

The garden center would be located at the south side of the parking lot. The garden center will consist of one hoop tent with the purpose of selling plants, flowers and produce. Classic Lanes will furnish water as needed and allow access to restroom facilities for employees and customers.

Commissioner Michalski expressed concern for allowing temporary uses for businesses not located in the City of Oak Creek competing with local businesses. Commissioner Dickmann commented at the last meeting the Mayor did not want to see business stifled and they did have a lengthy debate on the situation the last time a request was made.

Commissioner Chandler questioned if the City has in the past or has looked into having this type of sales at a central location in the City. Mr. Fortin explained they have not looked at a central location. In the past they have had a farmers type market at the Community Center but that is different than this type of use.

Commissioner Dickmann felt there would be plusses and minuses to having a central location. At this point he liked the idea of having more locations to make it more convenient for the residents.

Commissioner Johnston questioned the operating hours. Mr. Larry Schutz, 1247 S. 51st Street, stated the hours of operation would be roughly from 10 a.m. – 6 p.m. daily and a little longer on the weekends. There will not be any electricity provided to the site so that would limit the operating hours to daylight hours only.

Commissioner Cassista moved that the Plan Commission approve the temporary use permit for the temporary garden center at 7501 S. Howell Avenue from May 1, 2011 through July 1, 2011 with the condition that a tent permit be obtained.

Commissioner Chandler seconds. Roll call, all voted aye. The motion to approve carries.

**Certified Survey Map – Tri City National Bank
9905 S. Shepard Avenue
Tax Key No.: 923-9005-001**

Mr. Fortin explained to the Plan Commission Tri City was requesting approval of a certified survey map that would divide the property into two lots and one outlot in the Rs-3, Single Family residential Zoning District. Lots in this district are required to have a minimum lot width of 80 feet and a minimum area of 12,000 square feet. Each of the lots meets or exceeds this requirement.

Commissioner Dickmann questioned if Tri City agreed with the conditions of approval. Mr. Fortin stated as far as he was aware there were no problems.

Commissioner Chandler questioned if there was a minimum area required for the

outlot. Mr. Fortin explained it would actually be a dedication for someone to put a future street and there would not be a minimum area required. Typically an outlot means that it does not meet any of the standards for a developable lot.

Commissioner Johnston explained this was part of a development and was originally supposed to be divided up into four lots. It was approved that way and graded and improvements went in and during that process one of the developers went bankrupt. Originally this was combined into one lot for tax purposes but was recently separated by the assessors office. There was a loan for the property and the house that is on parcel one. There was another loan with a different bank for the development. Because of two banks working together they each have an interest in this development, they are working to get this to revert back to the original two CSMs and that is the reason for the split showing up this way.

Commissioner Dickmann moved that the Plan Commission recommends to the Common Council that the certified survey map for the property at 9905 S. Shepard Avenue is approved, subject to the following conditions:

1. That any technical corrections are made prior to recording.
2. That the pool deck be removed prior to recording.
3. Outlot 1 be changed to be right-of-way dedication to the City.

Commissioner Nowak seconds. Roll call, all voted aye. The motion to approve carries.

Plan Commission Discussion – Comprehensive Plan Update

Mr. Fortin explained to the Commission in 2009 staff and the Plan Commission spent several meetings finding inconsistencies between our comprehensive plan, land use and zoning throughout the entire city.

It was decided to do our entire Comprehensive Plan Update in house by Planning and GIS staff in 2011. A preliminary outline and schedule for the Comprehensive Plan update was provided to the Commission. It is now up to the Plan Commission to decide if the Plan Commission takes on the role of steering committee or appoints one. The process will encompass the entire plan with the exception of some of the special planning areas including the S. 27th Street Corridor, the Delphi site and Lakeview Village, each of which had been or will be addressed with its own separate planning document.

The purpose of this discussion is to have the Plan Commission decide if a steering committee will be formed or if the Plan Commission will be the steering committee.

Commissioner Bukiewicz commented in the past the Plan Commission had

served as the steering committee. Mr. Fortin explained when the original was updated in 2002 there was a committee with a combination of citizens and some Plan Commissioners and also some additional representatives. That was a big change at the time and this is just an update. Commissioner Michalski questioned how it worked with a committee like that. Commissioner Dickmann responded it worked surprisingly well. People were not afraid to speak their minds but this is more of an update.

Mr. Fortin commented some areas will be taken out and done as a separate document such as Delphi so those issues already have committees. Since the initial new Comprehensive Plan, Plan Commission has been the only ones involved anytime we have made changes. Since this is a larger issue the Plan Commission can decide how they want to approach. Another thing to keep in mind regardless of the decision there will be public involvement.

Commissioner Michalski looked at it as if there was a steering committee it would be another way to get people involved if they want to get involved. The other fear would be if we wouldn't get enough people. He would be open to a steering committee. Mr. Fortin explained if that was the directive of the Commission then staff would come back to the Commission with an idea of how it could be formed.

Commissioner Dickmann explained when the original plan was created the Plan Commission meeting agendas were very long and the timing is very different right now and the Plan Commission could take up some of the issues at their meetings. Whether they want to do the whole thing is another question.

Commissioner Cassista questioned if there was a time frame they were looking to have the plan completed. Mr. Fortin stated the goal was to have it done in 2011. Commissioner Cassista commented it may be easier if they were looking to have it completed this year to keep it within the Plan Commission then to form a committee and try to schedule additional meetings.

Mr. Fortin explained with the light agendas it may be an idea to set aside the second meeting of the month for the Comprehensive Plan steering committee and it could be comprised of the Plan Commission and additional representatives. Then it would have a set time for discussion.

Commissioner Johnston questioned if there would be anything outside of a steering committee or coming before the Plan Commission for public involvement. Mr. Fortin stated it would be similar to what the City has done with the Lakefront Plan. There would be some open houses and probably some early on to get some feed back and then again once the final document was done to take comments. There would also be public hearings as part of the approval process. Commissioner Johnston did not see a whole lot of need other than if they were affected properties then they would have a place that they could come in here to talk about the issue.

Commissioner Nowak questioned how staff visualized the agenda being presented if it was just at the Plan Commission meeting. Mr. Fortin explained the key thing would be to identify the areas that really needed some discussion. Likely a list would be presented of goals from last plan and see what one were still out there and which have been met and then look at what new ones are. Each meeting would have some sort of focus.

Mr. Fortin questioned if the thought was to go with a committee or just with the Plan Commission. Commissioner Nowak would like to see it go with the Plan Commission. Commissioner Michalski would like to leave the possibility that it be opened up to residents. Mr. Fortin suggested inviting property owners and elected officials from each district as the areas were being discussed.

Commissioner Bukiewicz liked the idea and also added he liked the idea of sticking with the every other Tuesday and get through it in a timely manner.

Mr. Fortin explained it would be out on the web and also on the local channels so that residents would be aware of what was being discussed.

Commissioner Johnston questioned if they would be breaking it down like they did previously by groups or would it be larger sections. Mr. Fortin explained it may be a little more detailed than what they did last time. Such as the case with 13th and Drexel it would be more detailed with what the Plan Commission wants to see in terms of uses, design standards and connectivity. The minor issues would go more quickly.

Commissioner Michalski commented there was a consensus that the Plan Commission would serve as the steering committee but will make sure that interested parties for each area are notified and at the meetings.

Commissioner Cassista moved to adjourn. Commissioner Bukiewicz seconds. Roll call, all voted aye. The meeting was adjourned at 7:28p.m.