

REPORT OF CITY PLAN COMMISSION

Monday, November 1, 2010 – 5:00 p.m.

PRESENT: Chairman Mayor Halverson; Ald. Jerry Moore; Jack Curtis; Anna Haines; Shari Laskowski (Excused, Tony Patton and Maurice Rice)

ALSO

PRESENT: Comm. Dev. Dir. Michael Ostrowski; Ald. Molski, M. Stroik, Brooks, Suomi; Jeffrey Lane; Luke Hilgers; Tom Feltz; Matthew Brown, Portage County Gazette

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1. Approval of the Minutes of the October 4, 2010 Plan Commission Meeting.
2. Discussion and possible action on a Certified Survey Map from Albert Feltz, for the properties located at, and adjacent to **3115 Feltz Avenue. Parcel IDs 2308-03-2001-08, 2308-03-2001-07, and 2308-03-2001-22.**
3. Discussion and possible action on a request from Luke Hilgers for a Conditional Use Permit to create a 4-bedroom apartment unit on the second floor of the building located at **1141-1157 Main Street**, and to have off-site parking for the unit. **Parcel ID 2408-32-2026-01.**
4. Discussion and possible action on a request from Jeffrey Lane, **409 Bukolt Avenue**, for a Conditional Use Permit for the purposes of constructing a screened porch using the “R-TND” Traditional Neighborhood Development Overlay District minimum setback requirements. **Parcel ID 2408-30-4018-13.**
5. Adjourn.

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1. Approval of the Minutes of the October 4, 2010 Plan Commission Meeting.

Shari Laskowski moved, seconded by Anna Haines, to recommend approval of the minutes of the October 4, 2010 meeting. Ayes all; Nays none; Motion carried.

2. Discussion and possible action on a Certified Survey Map from Albert Feltz, for the properties located at, and adjacent to **3115 Feltz Avenue. Parcel IDs 2308-03-2001-08, 2308-03-2001-07, and 2308-03-2001-22.**

Dir. Ostrowski stated Mr. Feltz would like to reconfigure three of the lots off of Feltz Ave. so that the home and garage are on a single lot. The reason this is before the commission is that lot 3 would not have access to a public street other than through an easement across lot 2. Lot 1 would be the southern portion, lot 2 would be the house and garage, and lot 3 would include the remainder to the north. Staff recommends approval with the condition that the home has at least a 30 foot rear yard setback and that the easement be at least 20 feet wide for utilities.

Jerry Moore questioned whether this would be a permanent easement.

Dir. Ostrowski responded it would be a permanent easement and would have to be recorded.

Jerry Moore moved, seconded by Anna Haines, to recommend approval of the CSM for the properties located at, and adjacent to, 3115 Feltz Avenue with the condition that the home has at least a 30 foot rear yard setback and that the easement be at least 20 feet wide for utilities. Ayes all; Nays none; Motion carried.

3. Discussion and possible action on a request from Luke Hilgers for a Conditional Use Permit to create a 4-bedroom apartment unit on the second floor of the building located at **1141-1157 Main Street**, and to have off-site parking for the unit. **Parcel ID 2408-32-2026-01.**

Dir. Ostrowski stated the conditional use request is for the purpose of converting second floor office space into a 4-bedroom apartment. The building currently has three apartments on the second floor, two 3-bedroom units and one 1-bedroom unit. The current apartments are operating as a nonconforming use because they were in existence prior to multiple family units being a conditional use within the zoning district. The request is also for off-site parking. Mr. Hilgers has an agreement with Mr. Noel for 4 parking spaces at the Noel site. Staff recommends approval of the fourth unit and off-site parking based on conformance with the necessary standards and with the condition that shall parking ever become unavailable, the conditional use must cease within 60 days, or another parking location be approved; the applicant must secure a multiple dwelling license prior to occupying the unit; and the interior work for the apartment shall be completed within one (1) year after final approval.

Jack Curtis moved, seconded by Anna Haines, to recommend approval of the conditional use permit to create a 4-bedroom apartment unit on the second floor of the building located at 1141-57 Main Street with off-street parking for the unit as proposed based on compliance with the necessary standards with the following conditions: 1) should parking ever become unavailable, the conditional use must cease within 60 days, or another parking location must be approved; 2) applicant must secure a multiple family license prior to occupying the unit; and 3) the interior work for the apartment shall be completed within one (1) year after final approval.

Ayes all; Nays none; Motion carried.

4. Discussion and possible action on a request from Jeffrey Lane, **409 Bukolt Avenue**, for a Conditional Use Permit for the purposes of constructing a screened porch using the "R-TND" Traditional Neighborhood Development Overlay District minimum setback requirements. **Parcel ID 2408-30-4018-13.**

Dir. Ostrowski stated the request is to add a screened porch to the front side of his home. The minimum street yard setback requirement is 25 feet however, the

property is within the “R-TND” district which would allow a 12’ street setback. Staff recommends approval based on compliance with the necessary standards and with the condition that the project be completed within one year from final approval.

Jerry Moore moved, seconded by Shari Laskowski, to recommend approval of the conditional use permit for the purposes of constructing a screened porch using the “R-TND” Traditional Neighborhood Development Overlay District minimum setback requirements as presented based on compliance with the necessary standards and with the condition that the project be completed within one year from final approval.

Ayes all; Nays none; Motion carried.

5. Adjourn. Meeting adjourned at 5:08 p.m.