

TOWN OF PORT WASHINGTON
OFFICE OF THE CLERK
Official Minutes

Of the regular meeting of the Town of Port Washington Plan Commission was held on
Wednesday, December 9, 2020 at 7:30 p.m. at the
Town Hall, 3715 Highland Drive, Port Washington, WI.

1. Roll Call & Pledge of Allegiance

Present: Mike Didier, Gary Schlenvogt, Greg Welton, Ed Potokar, Dale Noll, Rick Fellenz, Heather Krueger- Clerk

Absent: Randy Noll, Chuck Baranek, Christy DeMaster

Residents present: 8, Members of the Press: 0

2. Approval of November Plan Commission minutes. Motion to approve November Plan Commission minutes made by Welton, second by Potokar. Motion passed unanimously.

3. Public Comments. None.

4. Old Business. None.

5. Town Chairman's report. None.

6. Town Zoning Administrators report. None.

7. Town Planning and Engineering report. None.

8. Discussion regarding set-back adjustments for parcel 07-011-03-010.00. Per Didier, the owners of the parcel would like to adjust the set-backs when building a home on the lot. They are asking for a 20' set-back, and code is 25'. Didier feels they would need to file for a variance which is a different application and met before the Zoning Board of Appeals. They could also apply for a zoning amendment to change the lot from R-1 to R-2. Didier also feels the owners would be able to build on the lot without the requested set-backs.

9. Second consideration of a Conditional Use Permit application submitted by Steve Boyea, 2498 State Road 33, to move his locksmith business from the hardware store into his home. No changes were made to the first consideration. **Motion made by Dale Noll to approve and send the CUP to Public Hearing then approval, second by Welton. Motion passed unanimously.**

10. First consideration of a Conditional Use Permit application submitted by Andrew & Meg White for an accessory structure over 1200 square feet to be located on their property at 4881 Dixie Court. Per the planner's report, the primary structure needs to be built first. Didier feels if a building permit is approved by the building inspector, this would be acceptable. Andrew White commented they are anticipating the permit being submitted by the second week in January for the home. The accessory structure would not be built until May-June of 2021. Second consideration in January.

11. First consideration of a Certified Survey Map for Brian Conrad, parcel 07-031-01-002.00. Per Didier, this is currently one lot and they would like to divide it into 4 lots with a private drive. Didier explained the planners report and the corrections that need to be made to the survey. A shared driveway agreement/declaration of easement needs to be provided, as well as an approved construction/erosion control plan for the driveway.

12. Discussion regarding the Town of Port Washington Comprehensive Plan updates. Christy supplied the members with the Knellsville plan, dated April 2006. She made notes and would like the members to read before the January meeting.

13. Adjourn. Motion made by Didier to adjourn December Plan Commission meeting, second by Dale Noll.

Heather Krueger, Clerk