

TOWN OF PORT WASHINGTON OFFICE OF THE CLERK

Official Minutes of the regular meeting of the Town of Port Washington Plan Commission held on Wednesday, December 13, 2023, at 7:30 p.m. at Town Hall, 3715 Highland Drive, Port Washington, WI.

1. Roll Call & Pledge of Allegiance

Present: Mike Didier, Gary Schlenvogt, Greg Welton, Ed Potokar, Melissa Alexander, Christy DeMaster- Town Zoning Administrator/Planner, Heather Krueger – Clerk
Absent: Randy Noll, Chuck Baranek
Public present: 6, Members of the Press: 0

2. Approval of November Public Hearing & Plan Commission minutes. Welton moved to approve the November Plan Commission minutes, second by Didier. Motion passed unanimously.

3. Public Comments. None

4. Old Business. None

5. Correspondence/Reports from the previous month: Didier has received complaints about the Tholl property on Hwy LL again. He viewed the property and located a 40-yard dumpster on the site so possibly the landowner is in the process of cleaning it up. He will contact the owner's friend who helped clean up the property last time a complaint was filed to make sure they are cleaning up the property.

6. Second Consideration for Glenogle to rezone a portion of tax key 07-001-10-001.00, 703 County Road P from R-1 to A-1, applicant Nick Suddendorf. Per Didier, this appears to be a simple rezone for the same property owner. The combination of five parcels into one parcel created a parcel with two different zonings. This is unusual but not prohibited. This will need to have a public hearing before the January Town Board meeting. **Didier moved to approve the rezone for parcel 07-001-10-001.00, 703 County Road P from R-1 to A-1 and send it to a public hearing on January 2, 2024, at 6:45 and then to the Town Board, seconded by Alexander. Motion passed unanimously.**

7. First Consideration of Certified Survey Map (CSM) to create four lots and a commercial site plan for Lot 4 of the proposed CSM, Harbor City Holdings Owner, Nick Suddendorf Agent. For Business Barn development on CTH KW in Knellsville, tax key 07-016-08-001.00. Per DeMaster, the town has 90 days to act on this, which would be February 13, 2024. The second consideration would be in January and then sent to the Town Board or extended if necessary. The site plan has 60 days of the first consideration, which would be February 11, 2024.
Certified Survey Map (CSM): The property is an undeveloped parcel of 39.38 acres, the applicant submitted a CSM to divide the parcel into four lots, ranging in size from 7.45 acres to 11.59 acres. The applicant also submitted a plan for the development of Business Barns on lot 4 of the proposed CSM which is proposed to be 9.37 acres. Business Barns plans to offer commercial business buildings that will be condominiums with private sewer and water services that are used as workshops for small businesses as well as owners who want a workshop for personal use. The town has hired Ayres & Associates to review the CSM, they have submitted a report on some technical changes that need to be corrected.

Discussion: The Plan Commission discussed the plans submitted for the Business Barns.

§340.15 Land Suitability: Private sewer and water will be the only option as public sewer is not available. The sewer will be designed in accordance with the WI Administrative Code, any new, expanded, or modified septic or mound system will require a permit from Ozaukee County. The Town code requires that each principal structure shall be served with a separate well. This plan should be reviewed by the Town Engineer to determine if the water supply plan is sufficient. Didier commented

that he was surprised that the town code required separate wells for each structure as he was under the impression that the fewer penetrations into the groundwater were favorable by DNR standards. Also, it seems like a waste to have each building on a property have separate wells as he knows of no other land where that is the case currently in the town other than the farms might have a well for the barn and a well for the house.

§340-27 BP-2 Transitional Business Park District Regulations: the proposed plan includes 37 buildings ranging in size from 2,000 to 5,000 square feet, or a total of 120,400 square feet of building space. The applicant submitted examples of building plans that indicate the dimensions of the largest buildings including height, which will be 23'7" tall. No individual building is proposed to be more than 5,000 square feet in size. Distance between buildings needs to be marked on the plan.

§ 340-33 Knellsville Overlay District Standards: The proposed site plan and CSM do not include any internal public streets and parking is located immediately adjacent to each building. There does not appear to be a need for sidewalks within the site. The Plan Commission could require sidewalks along CTH KW, however, there are no other sidewalks on adjacent properties and this use is unlikely to generate pedestrian traffic.

Building Standards: All buildings are less than 40,000 square feet. The proposed building includes A covered entrance, Windows, masonry base or wainscoting, roof overhangs, and wood/steel/masonry accents.

Site Standards: After the building, parking, and stormwater management approximately 36.4% of the site will have open space, which meets the minimum code of 30% open space. The proposed utilities will be underground. One access is proposed onto CTH KW, with internal circulation provided by a 24' wide driveway. The proposed buildings do not propose to have loading docks. No exterior equipment is noted on the plans. The proposed use and existing surrounding uses are unlikely to generate pedestrian traffic. No bicycle facilities are shown on the proposed plan, the Plan Commission determined that no bicycle facilities should be required for this plan.

Garbage & Refuse Storage: The plan does not show the location of any proposed exterior garbage and refuse storage. The applicant states all dumpsters will be located inside the buildings.

Lighting Standards: No exterior lighting is proposed for this site except for lights underneath the awnings over the entrance to each building.

Landscaping: With 684 feet of frontage and 9.37 acres, this site is required to provide 81 trees. The landscape plan lists a total of 81 trees with no species comprising more than 20% of the total.

§340-52 Driveways: The internal circulation driveway is marked as 24' wide. The plan indicates the driveway will be paved. The width of the driveway access to CTH KW should be marked at the street line and the roadway.

§340-53 Parking requirements: The total number of parking spaces required by the zoning code would be 240 based on 120,000 square feet of building space. Parking spaces are marked on the parking layout plan totaling 259 spaces with 7 handicap spaces. All parking is within the interior of the site and no parking is within 25 feet of the ROW or 20 feet from the side or rear lot lines.

§340-55 Parking lot landscaping: The plan does not indicate any landscaping interior or adjacent to the parking areas. The Plan Commission does not feel interior landscaping is needed, as there is technically no parking lot, just parking areas. Landscaping would make snow and trash removal difficult. Didier commented that although the Town does not require a snow removal plan of any type in looking at this proposed layout it seems like a snowplowing nightmare.

§340-59 Landscaping: The plan indicates a planting screen consisting of a mix of trees along CTH KW. The Plan Commission feels the plan should add screening along the south side of the lot on CTH KW, otherwise the landscaping plan is sufficient.

§340-108 Surface drainage and §340-109 Stormwater runoff control: The stormwater management plan has been submitted for engineering review by Ayres Associates. Some technical issues will be corrected by Ayres, the Plan Commission has nothing to add.

§340-110 Erosion control and §340-111 Submission of erosion and sediment control plans. Reviewed by Ayres Associates.

§340-114 Dedication/reservation for public ROW: The proposed CSM includes the dedication of land for public ROW for CTH KW

§340-115 Public Improvements: No street or utility improvements are required for this site.

§340-122 Preliminary drawing approval: Discussed at the October 11, 2023 Plan Commission meeting.

§340-145 Industrial/Commercial Building Permits: Submittal of a proposed sewage disposal plan and water supply plan are required for approval. The submitted plan shows that the development will be served by holding tanks for each building and 8 private wells. The Town Code requires that each principal structure shall be served with a separate will. This plan should be reviewed by the Town Engineer to determine if the planned water supply is sufficient.

The CSM is within the extraterritorial plat review area of the City of Port Washington and must be approved by the city.

The parcel appears to be subject to Ozaukee County shoreland zoning, the CSM must be approved by Ozaukee County.

Adjourn. **Didier moved to adjourn the December Plan Commission meeting at 9:35 PM.**

Heather Krueger, Clerk