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, July 10, 2019 at 7:30 p.m. at the Town Hall, 3715 Highland Drive, Port Washington, WI.

1. **Roll Call & Pledge of Allegiance**
   [Meeting began at 8:00 due to the public hearing prior]
   Present: Jim Melichar, Gary Schlenvogt, Mike Didier, Dale Noll, Randy Noll, Rich Fellenz-Building Inspector, Christy DeMaster-Planner, Steve Cain – Town Attorney, Heather Krueger - Clerk
   Absent: Chuck Baranek
   Residents present: 52, 1 member of the press

   Melichar states the agenda was posted timely and correctly, the press was notified and the hall is handicap accessible.

2. **Approval of June Plan Commission minutes**
   Motion to approve June Planning Commission minutes made by Didier, second by D.Noll. 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.

[Melichar stepped down as Chair for this portion of meeting.]

8. **Second consideration for Zankle farmland consolidation, 4036 County Road KK, tax key #07-018-06-002.00, Melichar Properties, LLC applicant, of Certified Survey Map and Conditional Use Permit to divide a new 3 acre parcel with home and outbuildings from the existing 11.2 acre parcel to sell to the Tadeo family. A public hearing was held prior to this meeting**. Per Didier, the public hearing did not have any comments. DeMaster states that deed restrictions need to be added to the CSM, and go before the Town Board for approval. **Motion to approve the CUP and CSM with the planners recommendations made by R. Noll, second by Schlenvogt. Motion passed unanimously.**

[Melichar rejoins the meeting]

9. **Second Consideration for Blakesville Creamery, 820 Lake Drive, tax key #07-002-14-004.00, Juli Kaufmann applicant, for a Conditional Use Permit to construct a 9,199 –sf creamery plant to produce goat cheese. A public hearing was held prior to this meeting.**
   Cain: Act 67 grants limited ability to the board, if the basic terms of the conditional use permit are met and all conditions are per the code, there is nothing the board can do to prevent them from obtaining the permit, local control over these types of permits has been removed with this Act. The board can add additional conditions to the permit.

DeMaster explains the Conditional Use Permit/CUP process. The CUP goes to the property not the owner. There are requirements; a site plan & plan of operation are included in the CUP. There is a 2 year review process where the owner attends a Plan Commission meeting and the board reviews the CUP, if they are not in contempt, action can be taken to revoke.
DeMaster also explains A-1 agriculture uses: There are very little regulations: no standards, no architectural standards required, and no storm water regulations.
The noise was addressed and it will be less than 65 decibels, although the Town does not regulate.
Water run off will not be an issue, there will not be a smell issue from the whey, as the whey will be stored in a tank underground and vacuumed out.
The lighting on the property will be very minimal, over the entrance door and for safety, the town does not regulate for A-1.
The operation hours are part of the CUP.
Christopher Klug, 4485 Lilac Lane: Can we postpone the decision to take a better look at the architecture?
DeMaster: Per code, the Plan Commission has 30 days to act after the first consideration has been approved. If an extension is needed, it has to be requested/submitted by the owner. The town does not regulate the architecture of A-1. The first consideration was heard June 12, 2019.
Heidi Janous, 4446 Weiler's Way: Can we make a landscaping plan? Can this be added to the CUP?
DeMaster: The code doesn't require, but we can add it
Juli Kaufmann, Project Manager – We would agree to add landscaping to the front of the building.
Rick Longstaff, 4476 Weiler's Way: There is a great concern for property values going down, and issues arising if the CUP is not followed.
Cain: These are speculations, and the board cannot deny because of speculation.
Didier: There are studies that can be done to find out if this will increase or decrease the value of homes, but it can go either way depending on who you hire, reviews can be skewed either way, it is opinion based.
Melichar: Being a farm owner, there are so many types of regulations, and with a food product being produced, there will be even more; state, federal, DNR, FDA – there will probably be someone there checking on something several times a month. The town can grant permission, but they still have to meet all other regulations.

Motion made by Didier to approve the Conditional Use Permit for Blakesville Creamery to construct a creamery plant to produce goat cheese with the 3 conditions in the planners report; which include:
1. The facility is to be used for manufacturing of primarily goat's milk products. No retail sales are permitted onsite.
2. The conditional use may not be changed without application
3. In addition to the specific conditions of this permit, property owner must comply with all applicable Town, County, State and Federal regulations.
And also add the condition to add a landscape buffer where applicable along the south property line east of the east driveway, Second by R Noll. Motion passed unanimously.

10. **Second consideration for Willow Crest Estates, K&G Welton Properties, LLC applicant, tax key #07-030-05-005.00 of Certified Survey Map and rezoning from A-2 to R-2**. Per DeMaster, she is waiting on the shared driveway agreement and the updated CSM. The CSM needs to have the setbacks and the grant ease added. The shared driveway and the CSM need to be approved by the Town Attorney and the Town Board.

11. **First consideration of commercial site plan for K and H Storage, 1212 S. Park Street, tax key #07-032-13-016.00.** Scott Hepburn and Jason Duehring gave an overview of the additional buildings to be added to the site. DeMaster explains that she has not gotten the engineering report yet. Didier is wondering if the fire chief will need to approve, DeMaster will contact. Second Consideration will be on the August agenda.

12. **Discussion and possible action regarding a building plan submitted by Bill Hamm with Walters Buildings for the new covered shelter for the drop off trash/recycling center**. Melichar explained the layout. It is a basic plan and now they can take it to get other quotes.

13. **Update from DeMaster regarding §340-33 Knellsville Overlay District (KOD), (F) Building Standards and (H) Site Standards**. DeMaster met with Bob Harris, Planner with the City of Port Washington to discuss the city standards for the KOD. The city does not have this type of zoning area. Greg Welton will put together site specs and present it to the board.

14. **Adjourn. Motion made by D. Noll to adjourn the July Plan Commission meeting, second by Schlenvogt. Motion passed unanimously.**

Heather Krueger
Clerk/Plan Commission Secretary