

# **TOWN OF PORT WASHINGTON**

## **OFFICE OF THE CLERK**

### **Official MINUTES**

Of the regular meeting of the Town of Port Washington Planning Commission was held on Wednesday,  
December 13, 2017 at 7:30 p.m. at the  
Town Hall 3715 Highland Drive, Port Washington, WI

#### **1. Roll Call and Pledge of Allegiance**

Present: Jim Melichar, Mike Didier, Gary Schlenvogt, Rick Fellenz, Randy Noll, Chuck Baranek, Brian Verheyen, Christy DeMaster – planner, Heather Krueger - Clerk

Absent: Dale Noll

Residents present: 3, zero members of the press.

Melichar states let the record show that the agenda was posted timely and correctly.

#### **2. Approval of November Plan Commission minutes**

**Motion to approve November Planning Commission minutes made by Randy Noll, second by Schlenvogt. Motion passed unanimously**

#### **3. Public Comments**

None.

#### **4. Old Business.**

Krueger would like to thank Jane Fellenz for her assistance while Rick was out, she delivered documents to the town hall and took messages for Rick. Jane also decorated the pots outside the Town Hall for the holidays. Krueger noted that payment was received in full from American Family Insurance on behalf of Hugh Barth for the damage that was caused to the guard rail on Lake Drive. Krueger and Sampont are aware of the issues when mailing the property taxes this year. The envelopes used were damaged when they were run through the post office. The post office was aware of the damage but did not stamp the envelopes “damaged” or notify us/the sender.

#### **5. Town Chairman’s report.**

Fellenz is officially been released from the Dr. and will be doing inspections full time again.

#### **6. Town Zoning Administrators report.**

The Sampont’s have filed for their CSM and Conditional Use Permit, so they will be on the agenda for January.

#### **7. Town Planning and Engineering report**

#### **8. Discussion and review on preliminary master plan for Safe Harbor Storage, tax key #07-031-13-002.00, Peter Didier owner.**

Didier presented a preliminary drawing of the master plan for Safe Harbor Storage. Didier would like to have a master plan approved by the Planning Commission before the area is built up to avoid opposition in the future. He explained the time frame and plan for the additional buildings he will be adding to the property in three phases. Phase one would begin in 2018 by adding an additional building, the second phase would be smaller buildings, possibly duplex buildings to use for commercial/offices. This would require a holding tank and a well on the property. The third phase is planned for a 2 story building duplex. Didier does not need city services and is not interested in being annexed into the City. Melichar believes he can remain in the town without issue, especially because the bike trail runs west of his property. DeMaster feels the plan is compatible with the current zoning and there should be no unforeseen issues. Parking and lighting may be needed and if there is grading, that will need to be shown on the master plan. Didier asks if the Town requires paved parking, Fellenz says it only needs to be dust free. Didier states he will present a formalized plan to the Plan Commission within the near future.

- 9. Discussion on Adrienne Acres subdivision plat and roads abandoned by owner.** Mike Didier explains that the property has been bank owned for the last 6 -7 years and there is no market for the development that is currently in place. The property may be sold, and the owners will want to have it rezoned, abandoning the roads and using only shared or private driveways. The town has dedicated the roads, but they were never adopted. Didier to research the procedure to get the roads removed. The land will be changed to five, 5-acre lots with one shared driveway. DeMaster feels the ordinance in place will support the plan. DeMaster would like the Plan Commission to look at the wording of the Towns ordinance for subdivision plat.
- 10. Discussion regarding liquor license for property at 3243 County Road LL, tax key 07-003-01-004.00.** Bob Arndt was present, and explained that the owner, his son Chad was plowing snow and could not be present. Arndt thanked the Plan Commission for putting him on the agenda, as they wanted to let everyone know that they purchased the old Dixie Inn. Arndt explained the changes that they will be making to the property, and will be working with Fellenz on all the permits needed. Arndt had questions regarding the liquor licenses and the \$10K fee. Krueger explained that she was still researching the number of regular licenses the Town has, but if it is determined that it is a reserve licenses, the Town cannot negotiate the \$10K fee per state statutes 125.51(3)(e)(2). Melichar thanks Arndt for coming in, and the Town Board will put them on the agenda in Jan or Feb.
- 11. Adjourn. Motion made by Randy Noll to adjourn the December Plan Commission meeting, second by Baranek. Motion passed unanimously.**

**Meeting adjourned at 8:25**

Heather Krueger - Clerk

Persons with disabilities who may require assistance to attend the meeting should contact Chairman Jim Melichar @ 262-206-1731. Notice is hereby given that a majority of governmental bodies may be present at this meeting to gather information about a subject, over which they have decision-making responsibility. This may constitute a meeting of those governmental bodies pursuant to State ex rel. Badke v. Greendale Village Rd. 173 Wis. 2d 553, 494 N.W 2d 408(1993), and must be noticed as such, although they will not take any formal action at this meeting.