

# 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, July 11, 2018 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, Dale Noll, Randy Noll, Christy DeMaster – planner, Heather Krueger - Clerk

Absent: Chuck Baranek

Residents present: 6, zero members 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 May Plan Commission minutes (April meeting cancelled)**

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

#### **3. Public Comments.** None

**4. Old Business.** Krueger reports that Magnan Assessments will be taking roadside photos of all properties in the town for assessment records. Krueger also reports that 7 residents are interested in being on the Ad Hoc Knellsville rezoning committee and 4 residents will be attending the Aug. 25<sup>th</sup>, 2018 meeting beginning at 7:00.

**5. Town Chairman's report.** Melichar states that Payne & Dolan will begin prepping for the I-43 update. They will be using the Prom farm, located at 2315 Willow Road as a storage facility, and be trucking on town roads 24/7, it is expected to be a 4 month project.

#### **6. Town Zoning Administrators report.** None

#### **7. Town Planning and Engineering report.** None.

**8. First consideration of Conditional Use Permit for Robin McLemore, 3576 E. Norport Drive, tax key # 07-053-01-02.000 for a 3 car detached garage.** DeMaster is concerned about having the structure in the front yard of the property. Fellenz explained that when you live on the lake, the lake is considered the front yard so there should be no issue. DeMaster also said that one accessory structure was allowed and the property already has a shed. Dan Jones construction explains it does not have a foundation or cement, and no utilities. Melichar states it is too small to be considered a structure. McLemore wanted the board to be aware that she does run a business out of her residence, but she does not conduct business there, it is done at the clients' house. The garage she is trying to build will not be used in any way for business use.

Melichar states the first consideration is approved, and it will be presented at a Public Hearing scheduled for August 8, 2018 at 7:15pm.

**9. First consideration of Conditional Use Permit for Lake Road Properties to convert single family home into a duplex at 790 Lake Drive, tax key #07-002-16-003.00.**

DeMaster states the proposed plan fits the Conditional Use Policy, it is zoned correctly. They plan to change the home into a duplex, adding a small 84' mudroom on the first floor, each unit will have two bedrooms. The owners are aware of the failing septic and are working with the County to put a new septic in.

Melichar states the first consideration is approved, and it will be presented at a Public Hearing scheduled for August 8, 2018 at 7:00 pm.

**10. Adjourn. Motion made by Randy Noll to adjourn the May Plan Commission meeting, second by Dale Noll, motion passed unanimously. Meeting adjourned at 8:00 p.m.**

Heather Krueger