

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, March 13, 2024, at 7:00 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, Randy Noll, Chuck Baranek, Christy DeMaster- Town Zoning Administrator/Planner, Heather Krueger – Clerk
Public present: 3, Members of the Press: 0

2. Approval of January Plan Commission minutes. Noll moved to approve the January Plan Commission minutes with added clarifications, second by Alexander. Motion passed unanimously.

3. Public Comments. None

4. Old Business. Didier gave an update on the drainage issues with Open Door Bible and St. Simon; Open Door has capped the drainage pipe, and the pond has been filling. He has gotten no updates on why the pipe was not draining towards CTH LL, but indications are that it was an engineering or construction error. The culvert on Green Bay Rd will be lowered and there will be re-ditching on the St. Simon property this spring/summer.

5. Correspondence/Reports from the previous month: DeMaster was contacted by a property owner on Lake Dr. regarding a commercial ground-mounted solar farm in A-1 Zoning. This use is not currently mentioned in the A-1 zoning code. The town does not have an ordinance regulating solar farms, she recommends the town be proactive in creating an ordinance and will start researching this.

6. Update on Town Engineering report for Business Barn development on CTH KW in Knellsville Overlay Standards District, regarding erosion, stormwater, grading, and drainage plans. Per DeMaster, Ayres is still working on the drainage review. This will not change the plan with the buildings, just the drainage plans.

7. First Consideration for a sign permit for Pitbull Towing, 4145 CTH LL, Port Washington, Randy Simmons owner. Per DeMaster, the placement of the proposed sign is in the County Road right-of-way. Two signs are allowed, and he currently has three signs up. DeMaster will contact the applicant to verify sign size, placement, and number of signs allowed.

8. Discussion regarding updating the town code regarding commercial/industrial site plan reviews occupancy permitting in the Knellsville Overlay District. Discussion regarding the current site plan and use and updates to the code needed. **Welton moved to have the Town Planner start a proposed draft to create an Occupancy Permit and update the Commercial/Industrial site plan review in the Knellsville District to recommend to the Town Board, seconded by Baranek. Motion carried unanimously.**

Alexander moved and Potokar seconded to adjourn the March Plan Commission meeting at 8:30 PM.

Heather Krueger, Clerk