

**CITY OF PORT WASHINGTON  
PLAN COMMISSION MEETING  
MINUTES  
TUESDAY, AUGUST 20, 2020**

**ROLL CALL:** Alderman Paul Neumyer called a duly convened meeting of the Plan Commission to order at 6:00 p.m. Member present were: Rob Vanden Noven, Eric Ryer, Tony Matera, Mike Ehrlich, Ron Voight (arrived at 6:03 pm) and Mayor Becker was present on the phone. Also, present was: City Planner Bob Harris and City Administrator Tony Brown. In the audience was Alderman Dan Benning and Alderman John Sigwart. Eric Nichols of Casey's General was on the phone.

**APPROVAL OF THE MINUTES FOR JULY 16, 2020: MOTION BY MIKE EHRLICH AND SECONDED BY ERIC RYER to approve the minutes as presented. Motion carried unanimously.**

**PUBLIC APPEARANCE & COMMENTS:** John Sigwart of 230 West Theis Street wanted to comment on the Welton Development plan. He wanted to discuss Plan Unit Developments and the benefits to the City. He also talked about density, footprint, and offsets.

**CONDITIONAL USE EXTENSION-REQUEST FOR A CONDITIONAL USE GRANT EXTENSION LOCATED AT 1540 WEST GRAND AVENUE:** City Planner Bob Harris reviewed this item with the Commissioners. He stated that on August 21, 2018, the Common Council approved a Conditional Use Grant for a proposed Casey's General Store located on County-owned land at the northwest intersection of West Grand Avenue (STH 33) and County Highway LL. As part of that approval Casey's was required to receive various State approvals and actions from WisDOT prior to commencing construction. These actions included the completion of a State real estate appraisal based upon highway access. On August 21, 2019 the Common Council extended the Condition Use Grant due to the State appraisal and County agreement not being completed. The appraisal and County agreement have recently been resolved and allows Casey's to pursue the remaining State permits and actions needed before construction may start. These include: 1) Highway access approval; 2) Left Turn lane design; and 3) WDNR storm water management approval. Casey's is unsure when WisDOT and WDNR approval will be obtained for these remaining items and therefore is requesting a second Conditional Use Grant extension. The Plan Commissioners discussed various issues with this project. Most Commissioners discussed wanted to have two separate canopies over the gas pumps. **MOTION BY MIKE EHRLICH AND SECONDED BY RON VOIGT to extend the Conditional Use Grant for another year with the addition of the two separate canopies, and the 4 other items from City Staff. Discussion followed and MIKE EHRLICH AMENDED HIS MOTION AND RON VOIGT SECONDED THAT AMENDED MOTION to delete the 4 other items from the City Staff in the above motion and only add the following items from the City Planner: 1) Adding two separate canopies to the site; 2) The on-site curb head is changed from six inches to ten inches in thickness. This is to bring the site into compliance with Casey's current construction standards; 3) Previously, there was a landscape area and curbing to the east of the underground storage tanks located near the eastern side of the building. Changes were made to the design of the site to facilitate better access to the tanks by the delivery vehicle. These changes entailed the removal of the curbed landscape island and its plantings. These plantings have been relocated to the east and added to the parking lot perimeter in order to maintain a near equal site buffer; and 4) The dumpster enclosure has been reduced in size from 28' x 20' to 20' x 20'. This is to bring the site into compliance with Casey's current construction standards. The materials have not changed. Motion carried unanimously.**

**CONCEPT PLAN-PROPOSED 10-LOT, 3.4 ACRE SINGLE-FAMILY SUBDIVISION LOCATED NORTH OF EAST SAUK ROAD AND EAST OF WOODRIDGE LANE:** City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated this Concept Plan is a proposed 10-lot single-family subdivision on 3.4 acres of vacant land North of East Sauk Road and East of Woodridge Lane. The applicant is Welton Development LLC and Greg Welton is the developer. Mr. Welton is the owner of the vacant land. He is proposing to develop a 10-lot single-family subdivision using the existing site layout which includes an existing cul-de-sac that is the terminus of Woodridge Lane and the curb cut located on Woodridge Lane just north of East Sauk Road. Woodridge Lane is an existing private street that was developed as part of the Woodridge 12-unit single-family condominium subdivision. The subject site was contemplated as a second phase of the Woodridge Development, albeit proposed indifferent iterations, previously as a 2F and 4F court yard type development in 2006. If approved, the applicant is proposing to rezone the site to single-family zoning and a planned development overlay. Zoning is currently RM-2, Multi-Family and would be changed to RS-5 with a Planned Development Overlay, so smaller “cottage” style homes with smaller setback requirements. The Plan Commissioner discussed this item. **MOTION BY MIKE EHRLICH AND SECONDED BY TONY MATERA to approve the Concept Plan as presented and to have the Design Review Board review the house designs. Motion carried unanimously.**

**BUILDING, SITE & OPERATIONS PLAN-NEW OWNER-OCCUPIED OFFICE SPACE LOCATED AT 1570 HARRIS DRIVE:** City Planner Bob Harris Planner Harris reviewed this item with the Commissioners. He stated Matt Nelson of Nelson Insurance Company is relocating his company from 229 North Franklin Street to a suite in 1570 Harris Drive also designated as #2A of the existing multi-tenant commercial building located there. The applicant will own that specific suite/unit. The project is an interior build-out with no exterior work planned outside of signage. The zoning code does require a building and site plan approval by the Commission prior to any permitting. Staff recommends approval of the Building, Site & Operations Plan as presented. **MOTION BY ROB VANDEN NOVEN AND SECONDED MY MIKE EHRLICH to approve the Building, Site and Operations Plan as presented. MOTION CARRIED UNANIMOUSLY.**

**BUILDING, SITE & OPERATIONS PLAN-PROPOSED DOLLAR GENERAL RETAIL STORE LOCATED AT 1011 NORTH WISCONSIN STREET:** City Planner Bob Harris reviewed this item with the Commissioners. He stated Dollar General is proposing to open a retail operation in the former Shopko Express building which has been vacant for over 12 months. The project is an interior build-out with no exterior work planned outside of signage and painting. The zoning code does require a building and site plan approval by the Commission prior to any permitting. Although no building exterior or parking lot alterations are proposed by the developer, the site has been vacant for over 12 months and therefore the site is needed to be brought up to code in terms of landscaping. The current condition of the site does not meet landscaping requirements. Landscaping is particularly important on the parking lot perimeter and the rear portion of the site abutting a residential district. Staff recommends approval of the Building, Site and Operations Plan subject to submittal and approval of a site landscape plan and installation of all landscaping within 12 months of BSOP approval. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY MIKE EHRLICH to approve the Building, Site and Operations Plan subject to the parking lot meeting code for setbacks, hours of operation only until 9 pm, staff’s recommendation of landscape plan review of the parking lot and buffer islands and subject to the new changes to the exterior and monument signs that was received on August 19, 2020 as presented. MOTION CARRIED UNANIMOUSLY.**

**FORTHCOMING EVENTS:** Mayor Becker is having his 49<sup>th</sup> Wedding Anniversary. Happy Anniversary, Mayor!

**ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY TONY MATERA to adjourn the meeting at 6:47 p.m. Motion carried unanimously.**