

**CITY OF PORT WASHINGTON  
PLAN COMMISSION MEETING  
MINUTES  
THURSDAY, DECEMBER 16, 2021**

**ROLL CALL:** Mayor Theodore Neitzke IV called a duly convened meeting of the Plan Commission to order at 6:00 p.m. at the Common Council Chamber of City Hall. Members present were Alderman Paul Neumyer, Tony Matera, Mike Ehrlich, and Kyle Knop. Also, present was Planner Bob Harris. Absent and excused: City Engineer Rob Vanden Noven. On the phone were: Eric Ryer and City Administrator Tony Brown. In the audience were Alderpersons Dan Benning, Deb Postl, and John Sigwart.

**APPROVAL OF MINUTES FOR THE NOVEMBER 18, 2021: MOTION BY KYLE KNOP AND SECONDED BY PAUL NEUMYER approve the minutes as presented. Motion carried unanimously.**

**PUBLIC APPEARANCE & COMMENTS:** John Sigwart of 231 Theis Street stated that he was here to speak about White Tail Hills Subdivision. He stated that he wanted to see a conservation easement in this subdivision. He wants City Hall to talk with the Ozaukee-Washington Land Trust regarding this property. The City Staff should require a conservation easement and that would be a good idea especially along those long lots. The city should make sure that sensitive area is placed in an INRA to be a conservation easement.

**CONDITIONAL USE REVIEW – FIVE YEAR REVIEW OF SCHMITZ READY MIX CONDISTIONAL USE GRANT LOCATED AT 775 SCHMITZ DRIVE:** City Planner Bob Harris reviewed this item with the Commissioners. He stated that in 1993 the city approved a Conditional Use Grant (CUG) for Schmitz Ready Mix to permit concrete crushing by using portable equipment. A condition of approval is that the Conditional Use Grant must be renewed every 5 years. The reason for the 5-year renewal is when the applicant accumulates enough material, they then need to crush it. At the time it was estimated the accumulation period happens once every 5 years. The city has never received any complaints in the past regarding the crushing operation. There has been notable change on the site since the Conditional Use Grant was last renewed in 2016. Staff recommends the approval for renewing for another 5 years. **MOTION BY MIKE EHRLICH AND SECONDED BY TONY MATERA to recommend to the Common Council to approve the renewal for another 5 years as presented. Motion carried unanimously.**

**PRELIMINARY PLAT – HIGHLAND POINTE SUBDIVISION LOCATED NORTH OF NEW PORT VISTA DRIVE AND SOUTH OF EAST SAUK ROAD:** City Planner Harris reviewed this item with the Plan Commissioners. He stated that this is a proposed 82-Unit Single-Family Subdivision on land recently annexed into the City of Port Washington from the Town of Grafton. The subdivision layout shows connections to Newport Vista Drive via Misty Ridge Lane and Windrush Drive and new access at East Sauk Road. Two cul-de-sacs are proposed. The eastern most cul-de-sac abuts High Bluff Townhomes preventing any eastern connections. There is an outlot (Outlot 5) located along Windrush Drive to provide access to the Ozaukee Interurban trail. Access will also be via a recommended sidewalk along East Sauk Drive. The site is presently zoned RS-4, Single-Family Residential as part of the recent annexation. This is technically a temporary designation, and a permanent RS-4 designation is forthcoming. The average lot size is 10,200 square feet and with seventy' to seventy-five' average lot widths. Staff recommends approval of the preliminary plat. **MOTION BY TONY MATERA AND SECONDED BY PAUL NEUMYER to recommend to the Common Council approval of the preliminary plat for Highland Pointe Subdivision as presented. Motion carried**

**PRELIMINARY PLAT – WHITE TAIL HILLS SUBDIVISION LOCATED NORTH OF TERRACE DRIVE AND GROESCHEL ROAD AND EAST OF SEVEN HILLS ROAD:** City Planner

Bob Harris reviewed this item with the Plan Commissioners. He stated that the applicants are proposing to develop a 64-lot single- and two-family subdivision on approximately sixty-five acres of undeveloped land on the northern end of the City of Port Washington. Fifty-four of the lots will be single family residential and the remaining ten lots will be two family residences. The proposed subdivision is nearly similar to a subdivision originally proposed and approved in 2005 at this same location. The Plan Commission reviewed the Concept Plan for this project in its April 2021 meeting. At this meeting, the approval of the Concept Plan was conditioned with the applicant working with the City on preservation of the existing Isolated Natural Resource Area, the woodlands in the northeast corner of the subdivision and relatedly minimizing lot encroachment into the Isolated Natural Resource Area (INRA). The City Planner reviewed the zoning for this subdivision. The subdivision site is comprised of four zoning districts: AG-Agricultural, RS-4 One and Two Family Residential, RS-5 One and Two Family Residential, and RM-2 Multi Family Residential. Except for the RM-2 land, the developers are planning to build using the existing RS districts and no rezoning is currently planned. The subdivision proposes three connections to existing street: Terrace Drive, Groeschel Road and Seven Hills Road also known as CTH LL. A future road connection to the north is also shown. Two cul-de-sacs are proposed. Birchwood Hills Nature Area is a city owned woodlands adjacent to the subdivision and may be accessible by residents via by Outlot 2. Preservation of isolated natural resource areas are recommended land use polices by both the Southeast Regional Plan Commission (SEWRPC) and the City of Port Washington Comprehensive Plan. When compared to the Concept Plan, the Preliminary Plat depicts full preservation of the INRA with the elimination of a cul-de-sac at the southern end of the subdivision. Staff recommends approval of the Preliminary Plat as presented with the following: reconfigure those lots containing “silvers” e.g., Lot 35. **MOTION BY TONY MATERA AND SECONDED BY MIKE ERHLICH to approve the Preliminary Plat as presented subject to having a list of deed restrictions with the developer on the IRNA lots. Motion carried unanimously.**

**ANNEXATION – CONSIDERATION AND POSSIBLE ACTION ON THE PROPOSED FREIER FIELDS SUBDIVISION LOCATED NORTH OF SUNSET ROAD AND WEST OF AMBER LANE IN THE TOWN OF PORT WASHINGTON:** City Planner Bob Harris reviewed this item for the Plan Commissioners and stated that the developers requested to pull this item off the agenda tonight. This item was tabled.

**ZONING TEXT AMENDMENT:** City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that this zoning text amendment is for applying definitions to warehouses. What is a warehouse? What is the minimum square footage? Should it be zoned in the I-2 district? City Planner Bob Harris discussed this item and wanted to know if he should move ahead with it. **MOTION BY KYLE KNOP AND SECONDED BY PAUL NEUMYER to more ahead with this zoning text amendment as presented. Motion carried unanimously.**

**STAFF UPDATE:** The City Planner reviewed his updates with the Plan Commissioners. He stated that the latest status of the proposed LED sign ordinance is that the ordinance has been forwarded the to the Council, the ordinance will have a public hearing and action taken at the December 21 Council meeting. Staff informed the Commission of the Mayor’s on-going training sessions with City commissions and committees, titled, “High Functioning Committees” and staff has informed the Commissioners that the Plan Commission will be having a training session early next year (2022).

**FORTHCOMING EVENTS:** Plan Commissioner Kyle Knop acknowledged the boy scout troop in the audience tonight. The Fire Frogs of Den 2, Pack 3837 were present to learn about government and the process of the Plan Commission. This was part of the process for earning a badge.

**ADJOURNMENT: MOTION BY TONY MATERA AND SECONDED BY KYLE KNOP to adjourn the meeting at 6:34 pm. Motion carried unanimously.**