

# **TOWN OF PORT WASHINGTON OFFICE OF CLERK MINUTES**

Minutes of the regular meeting of the Town of Port Washington Plan Commission held on  
Wednesday, February 11, 2015 at 7:30 p.m. at the Town Hall.

1. Roll Call and Pledge of Allegiance.

Present: Jim Melichar, Jim Rychtik, Mike Didier, Chuck Baranek, Randy Noll, Dave Murphy, Christy Cramer- Planner, and Jenny Schlenvogt- Clerk

Absent: Dale Noll & Rick Fellenz- Zoning Administrator

Residents present: 2

A quorum of the Town Board is present.

2. Approval of previous months Plan Commission minutes.

**Motion made by Dave Murphy, seconded by Chuck Baranek to approve the January minutes as presented. Motion carried.**

3. Public Comments. None

4. Old Business. Clerk reports on a quote to have the updated code in a digital format. Consult the Town's IT provider about scanning the code into an online file, and put on a USB drive. Will be discussed further at the March Town Board meeting.

5. Town Chairman's report. Melichar reported on today's meeting with Town Engineer regarding the status of Highland Drive bridge. Murphy recommends bidding earlier than later for the best pool of bidders and prices.

6. Town Zoning Administrator report. Fellenz is absent from the meeting.

7. Town Planning and Engineering report. Cramer reported on a partial application from the Stiebs. Town Board needs to vote if fees will be waived. Cramer will follow up on items missing.  
Setting up a pre-app consult with St. Simon Episcopal Church soon.

8. Discussion of ordinance amendment related to permitted uses in the agricultural zoning districts. Cramer outlines the proposed changes to ag zoning districts. Conflicts are due to lot sizes. Home Occupation allows for being in business on small acreage, but Ag parcels can't sell their own products unless they are 5 acres or more. Currently no limits on animals in any ag districts. Limiting animal units complicates the ordinance, and can be left out for now.

Jim Rychtik excuses himself from the board and joins the audience.

9. Review of Conditional Use Permit for Rychtik Construction, LLC, Jim Rychtik agent- 2 year review.

There have been no changes, or complaints about the site. No concerns from the board.

**Motion made by Dave Murphy, seconded by Chuck Baranek to review again in 2 years.  
Motion carried. (Rychtik–abstained)**

Rychtik rejoins the meeting.

10. Discussion of Clerk's job description. Murphy and Didier offer minor changes. Will be discussed further at the March Town Board meeting.

11. Adjournment.

**Motion to adjourn, made by Randy Noll, seconded by Jim Rychtik. Motion carried.**

Meeting adjourned at 8:50 pm.

Jennifer M. Schlenvogt,  
Town Clerk/ Plan Commission Secretary