

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

Minutes of the regular meeting of the Town of Port Washington Plan Commission held on  
Wednesday, January 14, 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, Dale Noll,  
Dave Murphy, Christy Cramer- Planner, Rick Fellenz- Zoning Administrator and Deanna  
Rychtik- Deputy Clerk

Absent: Jenny Schlenvogt- Clerk

Residents present: 3

2. Approval of previous months Plan Commission minutes.

**Motion made by Randy Noll, seconded by Dave Murphy to approve the December minutes as presented. Motion carried.**

3. Public Comments. None

4. Old Business. None

5. Town Chairman's report. Melichar and Rychtik brought up the town clerk job description since this position was voted to be appointed last year. Melichar will call Steve Cain about this. Murphy suggested that we should look at other town clerk positions such as in Grafton and Cedarburg. Melichar will call Lester Bartlett, Town of Grafton Chairman, before next meeting and will make it an agenda item for February town board meeting. According to Mary Sampont, the current term expires at the annual meeting so the job description needs to be written and approved so that appointment can be made in April.
6. Town Zoning Administrator report. Fellenz reported on 2 new homes are currently under construction. He also brought up the proposal by Jane Fellenz that will later be discussed under #8.
7. Town Planning and Engineering report. Cramer reported on the Stiebs wanting to build a garage on their property for parking and personal storage. It would fall under conditional use for non-conforming parcels. Rychtik mentioned that they need to file an application for conditional use for plan wanted (there are 2 in file). It was suggested it be a planning commission recommendation that the town board waive all fees (application and escrow) to because of the length of time this resident has been through this process (past history). It was discussed that setbacks needed to be 20 ft on side and rear of property and Fellenz will review this after application is in place.
8. Discussion and possible action on zoning clarification request from Jane Fellenz.  
Cramer discussed her notes regarding the building use for assembly and sale doesn't fit our current ordinance. Murphy and Didier discussed the definition of the "value added" term. Fellenz said that there is a discrepancy between the state and town level of definition of this

term. It was suggested by Rychtik for Cramer to find out what other towns use. Murphy feels that we need to specify terms even if this means it may need to be revisited yearly for additions by residents. Jane Fellenz felt that her bough business is not much different than the bales that other residents manufacture and sell on their properties, and encouraged ag sales and business and would like the board to accept Cramer devised language. Cramer was directed to create a rough draft of valued added agriculture for ag districts for the February planning commission meeting. After much discussion about the language, Randy Noll summarized that Cramer should consider the following in her draft: Scale –physical size (acreage) and employee size factors, clarification on animals as valued added ag, and items #1-8 on Fellenz’s proposal making sure they fit with the new draft.

9. Review of Conditional Use Permit for David & Peter Didier- Farmland Consolidation- 2 year review.

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

**Motion made by Dale Noll, seconded by Dave Murphy to put into inactive file. Motion carried. (Mike Didier –abstained)**

10. Review of Temporary Use Permit for Macks Storage, LLC, Steve Jentges - 1 year review  
There have been no changes, or complaints about the site. No concerns from the board.

**Motion made by Rychtik, seconded by Baranek to review again in 1 year. Motion carried.**

11. Adjournment.

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

Meeting adjourned at 8:25 pm.

Deanna Rychtik,  
Deputy Town Clerk/ Plan Commission Secretary