

# PLANNING & ZONING COMMITTEE

## TOWN OF ST. GERMAIN

P.O. BOX 7

OFFICE OF THE CLERK

ST. GERMAIN, WISCONSIN 54558

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### MINUTES ST. GERMAIN PLANNING AND ZONING COMMITTEE MEETING: SEPTEMBER 19, 2005

**Meeting Type:** Regular Meeting of the P & Z Committee. The chairman noted that this was a duly called meeting in accordance with the Wisconsin Open Meeting Law.

1. **Call to Order:** The meeting was called to order at 5:00 P.M. by Todd Wiese, Chairman
2. **Roll Call -Members Present:** Ted Ritter, Mary Platner, Todd Wiese, Marion Janssen, Tom Martens, town clerk, Tim Ebert, zoning administrator, Lee Holthaus was absent.
3. **Approve Agenda:** Motion Ritter seconded Platner that the agenda be approved in any order at the discretion of the chairman. Approved.
4. **Approval of Minutes:** Motion Platner seconded Janssen that the minutes of the September 9, 2005 workshop meeting be approved as written. Approved.
5. **Public Comments:**
  - 5A. **Janice Keil:** Ms. Keil was concerned about the proposed new fire numbering system and road naming program. Ms. Keil's property is in St. Germain, but her private road begins in Cloverland. Ms. Keil wants some input into the naming of the road. Mr. Ebert was concerned about the fire numbering system since St. Germain's numbers would now be based on an East-West road while the residents at the beginning of the road would still have the Cloverland fire numbers based on Birchwood Drive, a North-South road. Mr. Wiese assured Ms. Keil that the residents would have an input.
6. **Zoning Administrator Report – Discussion/Action:**
  - 6A. **Travelway Permit:** Motion Ritter seconded Platner that travelway permits be issued to Joe Weber at 227 Lullaby Lane, Tim Brunsvold at 2401 Forest Primeval, LeDon Lemke on Rainbow Drive East, and Bob Barbera on Aspen Ave. Approved.
  - 6B. **8130 Rainbow Permit (Roof Replacement):** Mr. Wiese noted that two or three winters ago, the roof of a 1950's singlewide mobile home on Rainbow Drive caved in. The owners had made no contact with the town. Mr. Ebert was notified that the owners were putting a new roof on the mobile home without a permit. The owners were finally contacted and the fees were paid and permit obtained.
7. **Ordinance Amendments: Moved to follow Letters and Communications.**
8. **Rezoning – Discussion/Action:** No Discussion.
9. **Subdivision Approval – Discussion/Action:**

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**9A. Hall of Fame Acres Re-Plat:** Surveyor Steve Favorite presented a new plat for Hall of Fame Acres. The road had been shortened and a Cul de Sac was put in. Lots 3 & 4 were slightly larger. Motion Ritter seconded Janssen that the Re-Plat of Hall of Fame Acres be approved as presented. Approved.

**10. Conditional Use Request – Discussion/Action:** No Discussion.

**11. Plat and Survey – Discussion/Action:**

**11A. Birch Lane Village Condominium Addendum Approved:** Mr. Wiese reported that the certification had been added to the addendum of Birch Lane Village Condominiums as requested. Mr. Wiese signed the addendum.

**12. Miscellaneous Agenda Items – Discussion/Action**

**12A. Setback Measurement Determination, (No Fish Bay Rd. Paul Rosenow):** Mr. Rosenow had applied for a permit to build a garage on his property at the end of No Fish Bay Road. Mr. Ebert brought that application to the Planning & Zoning Committee since the ordinance does not address how to measure the 75' setback from the end of a road. If Mr. Rosenow had to measure 75 feet from the center of where the road appears to end, there would not be room for a garage. Mr. Wiese had talked to Lee Holthaus. Mr. Holthaus stated that it was his opinion that the 75-foot setback was intended for a through road. Mr. Ritter was of the opinion that the town road would end at the lot line.

Motion Ritter seconded Platner that the zoning permit for Mr. Rosenow's garage be approved. Approved. The committee will add this item to the list of proposed zoning amendments.

**12B. Re-building of Previously Razed Condominium, (Elbert's Resort Condominium, Jerry Pruitt):** In 2001, Jerry Pruitt razed units #2 and #3 of Elbert's Resort Condominium. At that time, it was grandfathered in that Mr. Pruitt could rebuild the units. Mr. Pruitt never did rebuild them. Mr. Pruitt has now asked if he, or a new owner, could still rebuild the units. Mr. Wiese has checked the original condominium plat. The footprint of units #2 and #3 meet all of the setback requirements. They would only be 63.7 feet from the end of Straight-A-Way Road, but that problem is not addressed in the zoning ordinance. If the allowable building space were used, the units would be too close to the side lot line. The committee was concerned about approval from the condominium association. Mr. Ritter suggested that, once there is a permit application, there be a stipulation placed on the permit that in order to rebuild units #2 and #3 of Elbert's Resort Condominium, a certified survey would need to be done in order to find the corners of the original footprint.

**12C. Zoning Administrator Job Description:** At the request of Mr. Ritter, the committee members were to bring forward any suggestions that could be included in the zoning administrator's job description. Mr. Wiese has drafted an eleven-item job description for the zoning administrator. Mr. Wiese thought that these items could be used as suggestions when Mr. Ebert and the personnel committee begin contract negotiations. It was suggested that item #10 be changed to include attendance of not just the Planning & Zoning Committee meetings, but also Board of Appeals hearings, if requested.

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**12D. Park Closing Hours:** The committee was in favor of park closing hours for the town parks. Exceptions would be any scheduled events. An ordinance would have to be drafted. There would have to be signage at the entrances to the town parks.

### 13. Letters and Communications:

**13A. Vogel Letter:** Mr. Wiese stated that he had received a letter from Charles Vogel concerning his development of the former Kelsey Property. Both Mr. Ritter and town chairman, Jim Wendt have indicated to Mr. Vogel that the town's hands are tied until Vilas County makes a decision one way or the other on the town's proposed zoning amendments.

**13B. Town Zoning Amendments:** Mr. Ritter talked to the Vilas County Corporate Counsel last week. She indicated that she knew nothing about the St. Germain Zoning Amendments. At a meeting several weeks ago, Vilas County Zoning Administrator, Dawn Schmidt, had indicated that she would have the Corporate Counsel review the amendments. Mr. Wiese will once again contact the Vilas County Zoning Office indicating that a potential development is hinging on their decision.

**7A. Approval of Accessory Structure Ordinance (moved from above):** Ms. Platner had prepared a draft incorporating the changes made at the last meeting. Mr. Ebert asked if the carports that are canvas stretched over poles are to be permitted. The committee decided that permits would not be necessary for that type of structure. The committee proposed one more change. The last sentence, "Carports are considered garages.", is to be removed from the definition of Garages, Private. Mr. Ebert also asked about playhouses and playground sets. If they were larger than 12 square feet, would they need a permit? The committee again decided that permits would not be needed unless a playhouse would somehow become very elaborate.

Motion Ritter seconded Janssen that the Accessory Structure Ordinance be approved with the last sentence being removed from the definition of private garages. Approved.

### 14. Committee Concerns:

**14A. Mr. Ritter's Phone Number:** Mr. Ritter indicated that his work phone number needed to be corrected on the town officials' list. Ms. Janssen also needed to give her new address and phone number to Mr. Wiese.

**14B. Next Ordinance Amendments:** Mr. Ritter asked that a discussion of the next ordinance amendments be added to the agenda for the October meeting.

14. **Time and Date of Next Meeting:** The next regular committee meeting will be held on Monday, October 17, 2005 at 5:00 P.M. in the boardroom of the Red Brick Schoolhouse.

15. **Adjournment:** Motion Ritter seconded Janssen that the meeting be adjourned. Approved. Meeting adjourned 6:43 P.M.

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Town Clerk

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Chairman

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Vice Chairman

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Member

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Member

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Member