

**P. O. BOX 7
ST. GERMAIN, WI 54558**

Minutes, Zoning Committee – June 09, 2021

1. **Call to order:** Ritter called meeting to order at 5:32pm
2. **Roll call, establish a quorum:** Ritter conducted the meeting from Room 4 with a virtual attendance option. Committee members physically present in Room 4 included Schell, Vogel and Stoltman. Committee members attending virtually included Cooper and Strom. Also attending in Room 4 was Greg Maines.
3. **Public comments:** None
4. **Discussion/action topics:**
 - a. **Approve minutes of May 5 and May 13, 2021 meetings:** Motion Vogel, second Cooper to approve the minutes from both meetings with a spelling error correction in the May 5 minutes. Motion passed by voice vote with two abstentions (Strom and Schell had each missed one of the meetings).
 - b. **Review revised plat for Pride of the North Resort Condominiums:** Following discussion with Maines regarding several modification from the original plat, Motion Cooper, second Vogel to approve the amendments as presented. Motion passed by unanimous voice vote.
 - c. **Continued discussion of the possible regulation of shipping containers:** Motion Schell, second Strom to disallow shipping containers everywhere in St. Germain. Motion passed by voice vote 3 to 2 with Vogel and Ritter voting no.
 - d. **Clarify maximum width restriction of manufactures homes in 3.01 of Chapter 3 – Mobile Homes Manufactured Housing:** Motion Cooper, second Vogel to remove “Any attached addition, enclosed porch, deck or patio shall be considered part of the manufactured home/mobile home and may be required to meet the requirements of this Chapter” from §3.01 Definitions, Manufactured Home and Mobile Home. Motion passed by unanimous voice vote.
 - e. **Consider whether 1.203, maximum area limitation for accessory buildings, is meant to apply only to vacant parcels:** As stated in the ordinance, this provision makes no distinction between vacant or developed parcels. Motion Schell, second Ritter to make no changes to this provision. Motion passed by unanimous voice vote.
 - f. **Verify whether proceeds from Fire Number permits should be credited to Department of Public Works line item “Rentals & Signs” rather than to Zoning Department and, if so, what procedural adjustments are needed:** Motion Strom, second Ritter that the proceeds from \$65.00 fire number permits be distributed as follows: \$10.00 to Zoning Administrator (discontinue compensating Administrator 35% of \$65.00), \$55.00 to the DPW “Rentals & Signs” budget line item to cover the Department’s \$55.00 costs to obtain and install the signs and posts. Motion passed by unanimous voice vote.
 - g. **Consider amending Duties and Compensation of the Zoning Administrator:** Committee consensus was unanimous to make no substantive changes to existing provisions as adopted in May of 2019, but to also add the following provisions: 1) Separate zoning activities and the Zoning Administrator from the Department of Public Works regardless of whether the

Administrator is also employed by Public Works; 2) Create a work place for the Zoning Administrator in Room 5 of the Community Center; 3) Establish work hours for the Zoning Administrator in Room 5 for public access, but also allow the Administrator to schedule appointments to meet people in Room 5 outside of the established office hours; 4) Provide the Zoning Administrator with a Town owed laptop to be used only for zoning related work; 5) install a mailbox outside the Community Center as a dropbox for people to leave documents and permit fees for the Zoning Administrator. Ritter will summarize these new provisions and present them to the town board for approval. This topic will be on the July Zoning Committee agenda for final approval. The Committee also favored (by a consensus of 4:1) advertising for Zoning Administrator applicants rather than filling the position from within by appointing the current Superintendent of Public Works who is temporarily providing Zoning Administrator services with the assistance of Brian Cooper. Ritter will ask the town board for authorization to advertise for applicants.

- h. Zoning Administrator updates on past reports:** None
- i. Zoning Administrator report:**
 - 1. Review monthly update of Zoning Administrator Permit Activity Log:** Reviewed and discussed with no actions taken.
 - 2. Approve monthly Zoning Administrator compensation:** Motion Cooper, second Strom to approve the May 1 – May 24 activity compensation for Stoltman in the amount of \$1,993.15. Motion passed by unanimous voice vote.
 - 3. Zoning Administrator new concerns to be discussed at a future meeting:** Stoltman requested the July agenda include a review of updates to ordinances pertaining to the Zoning Administrator position.
- j. Committee concerns for future agendas:** None
- k. Adjourn:** Meeting was adjourned by Ritter at 7:36pm

Minutes prepared by chairman Ritter