

# PLANNING & ZONING COMMITTEE

## TOWN OF ST. GERMAIN

P.O. BOX 7

OFFICE OF THE CLERK

ST. GERMAIN, WISCONSIN 54558

www.townofstgermain.org.

### MINUTES ST. GERMAIN PLANNING AND ZONING COMMITTEE MEETING: JANUARY 5, 2012

**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:** Chairman, William Bates, called the meeting to order at 4:10 p.m.
- 2. Roll Call -Members Present:** William Bates, John Vojta, Tim Gebhardt, Tim Nampel, Tim Ebert, zoning administrator, Marion Janssen, Tom Martens, town clerk. Wally Geist was also in attendance.
- 3. Approve Agenda:** Motion Vojta seconded Janssen that the agenda be approved in any order at the discretion of the chairman. Approved.
- 4. Approval of Minutes:** Approval of the minutes was waived until the next meeting.
- 5. Discussion/Action Items:**
  - 5A. Permit Fee Changes:** Mr. Vojta noted that in 2010, zoning expenses totaled \$8,704.50. The permit fees collected were not enough to cover those expenses. The taxpayers actually paid \$5,129.50 towards zoning expenses. The committee agreed that the people applying for the permits should pick up the expenses. Mr. Vojta handed out a sheet with three examples of permit fee changes. All fees were raised, but the main differences were that home and commercial permit fees would be based on square footage rather than a flat fee.

With example one, the permit fees would increase by about 35.5%. The town would collect \$105.50 more than the actual 2010 costs based on the same number of permits issued. With example two, permit fees would increase by about 83% and the town would collect \$1,905.50 more than the actual 2010 costs based on the same number of permits issued. Under example three, permit fees would increase by about 61% and the town would collect \$1,065.50 more than the actual 2010 permit fees based on the same number of permits issued.

Mr. Ebert stated that the permit fees are not part of the zoning ordinance. The clerk said that in the past, he has posted the fee changes in three places in town, but has not published them.

Mr. Gebhardt asked how the UDC inspector fit into the fee schedule. Mr. Bates said that the UDC inspector is a separate issue. He determines what fees will be charged. There is no cost to the town. Mr. Gebhardt also asked how the zoning administrator was going to get paid. Mr. Vojta explained that the zoning administrator's compensation had been discussed in closed session at a town board meeting. The committee agreed that zoning should be pretty much a breakeven proposition for the town. The taxpayers should not have to pay the bill for issuing zoning permits.

The charge for violations has been ten times the permit fee. Under example one and example two, the charge would three times the permit fee and under example three it would be two times the permit fee. Mr. Vojta asked if there should be an increased charge for multiple offenses.

The committee felt that the increases in fees for conditional use permits, zoning map or text amendments, appeals to the board of appeals and variances to the board of appeals were too great. It was suggested that those fees be increased by \$100 over the current fees.

Motion Gebhardt seconded Janssen that the fees for conditional use permits, zoning map or text amendments, appeals to the board of appeals and variances to the board of appeals each be increased by \$100 over the current fee schedule. Approved.

Motion Gebhardt seconded Janssen that the Planning & Zoning Committee recommend to the town board that they adopt example #3 from the proposed fee schedule increases. Approved.

- 7. Adjournment:** Motion Vojta seconded Nampel that the meeting be adjourned. Approved. Meeting adjourned 4:37 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